

# BOARD OF SUPERVISORS

*Brown County*



305 E. WALNUT STREET  
P. O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600  
PHONE (920) 448-4015 FAX (920) 448-6221

## **HUMAN SERVICES COMMITTEE**

Erik Hoyer, Chair  
Patrick Evans, Vice Chair  
Joan Brusky, Thomas De Wane, Aaron Linszen

**HUMAN SERVICES COMMITTEE**  
**WEDNESDAY, OCTOBER 23, 2019**  
**5:15 pm**  
**Room 200, Northern Building**  
**305 E. Walnut Street, Green Bay**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION  
ON ANY ITEM LISTED ON THE AGENDA**

**\*\*PLEASE BRING BUDGET BOOK\*\***  
**(COMBINED BUDGET AND REGULAR MEETING)**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of September 25, 2019.

### **Communications**

1. Communication from Human Services Committee Chair Hoyer re: Presentation by HR in response to comments from dietary employees at the last Human Services meeting including information about turnover and class and comp ranges. *Referred from October County Board.*

### **BUDGET REVIEW\***

#### **REVIEW OF 2020 DEPARTMENT BUDGETS**

#### **Comments from the Public – Budgetary Items**

#### **Syble Hopp School/Children with Disabilities Education Board**

1. Review of 2020 Department Budget.

#### **Aging & Disability Resource Center**

2. Review of 2020 Department Budget.

#### **Veterans' Services**

3. Review of 2020 Department Budget.
  - a. Resolution Approving New or Deleted Positions During the 2020 Budget Process in the Veterans' Services Department – Table of Organization. 19-098R

## **Health & Human Services**

### **4. Review of 2020 Department Budget.**

- a. Resolution Approving New or Deleted Positions During the 2020 Budget Process in the Health and Human Services Department – Public Health Division Table of Organization. *19-090R*
- b. Resolution Approving New or Deleted Positions During the 2020 Budget Process in the Health and Human Services Department – Community Treatment Center Division Table of Organization. *19-092R*
- c. Resolution Approving New or Deleted Positions During the 2020 Budget Process in the Health and Human Services Department – Community Services Division Table of Organization. *19-094R*
- d. Resolution Approving New or Deleted Positions During the 2020 Budget Process in the Health and Human Services Department – Public Health Division - Table of Organization. *19-095R*
- e. Resolution Approving New or Deleted Positions During the 2020 Budget Process in the Health and Human Services Department – Public Health Division - Table of Organization. *19-096R*
- f. Resolution Approving New or Deleted Positions During the 2020 Budget Process in the Health and Human Services Department – Community Treatment Center Division Table of Organization. *19-100R*
- g. Resolution Approving New or Deleted Positions During the 2020 Budget Process in the Health and Human Services Department – Community Treatment Center Division Table of Organization. *19-101R*
- h. Resolution Approving New or Deleted Positions During the 2020 Budget Process in the Health and Human Services Department – Community Treatment Center Division Table of Organization. *19-102R*
- i. Resolution Approving New or Deleted Positions During the 2020 Budget Process in the Health and Human Services Department – Community Services Division Table of Organization. *19-108R*
- j. Resolution Approving New or Deleted Positions During the 2020 Budget Process in the Health and Human Services Department – Community Services Division Table of Organization. *19-109R*
- k. Resolution Approving New or Deleted Positions During the 2020 Budget Process in the Health and Human Services Department – Community Services Division Table of Organization. *19-110R*
- l. Resolution Approving New or Deleted Positions During the 2020 Budget Process in the Health and Human Services Department – Community Services Division Table of Organization. *19-111R*
- m. Resolution Approving New or Deleted Positions During the 2020 Budget Process in the Health and Human Services Department – Community Services Division Table of Organization. *19-113R*
- n. Resolution Approving New or Deleted Positions During the 2020 Budget Process in the Health and Human Services Department – Community Services Division Table of Organization. *19-114R*
- o. Resolution Approving New or Deleted Positions During the 2020 Budget Process in the Health and Human Services Department – Community Services Division Table of Organization. *19-115R*
- p. Resolution Regarding Table of Organization Change for the Health and Human Services Department – Community Services Division – Youth Support Specialist. *19-121R*

**\*NON-BUDGET ITEMS\***

**Comments from the Public – Non-Budgetary Items**

**Report from Human Services Chair, Erik Hoyer**

**2. Review Minutes of:**

- a. Aging & Disability Resource Center Board of Director's (July 11, 2019).
- b. Children with Disabilities Education Board (August 20 & September 17, 2019).
- c. Human Services Board (September 12, 2019).
- d. Mental Health Treatment Subcommittee (August 21, 2019).
- e. Veterans' Recognition Subcommittee (September 17, 2019).

**Wind Turbine Update**

- 3. Receive new information – Standing Item.

**Human Services Department**

- 4. Executive Director's Report.
- 5. Financial Report for Community Treatment Center and Community Services.
- 6. Statistical Reports.
  - a) Monthly CTC Data.
    - i. Bay Haven Crisis Diversion.
    - ii. Nicolet Psychiatric Center.
    - iii. Bayshore Village (Nursing Home).
    - iv. CTC Double Shifts.
  - b) Child Protection – Child Abuse/Neglect Report.
  - c) Monthly Contract Update.
- 7. Request for New Non-Continuous and Contract Providers and New Provider Contract.

**Other**

- 8. Audit of bills.
- 9. Such other Matters as Authorized by Law.
- 10. Adjourn.

Erik Hoyer, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**PROCEEDINGS OF THE BROWN COUNTY**  
**HUMAN SERVICES COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the Brown County Human Services Committee was held on Wednesday, September 25, 2019 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, WI.

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**Present:** Chair Hoyer, Supervisor Evans, Supervisor Brusky, Supervisor Linssen and Supervisor De Wane  
**Also Present:** Children, Youth & Families Manager Kevin Brennan, Community Services Administrator Jenny Hoffman, Director of Nursing Samantha Behling, Public Health Officer Anna Destree, Finance Manager Eric Johnson and other interested parties.

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**I. Call Meeting to Order.**

The meeting was called to order by Chair Hoyer at 6:00 pm.

**II. Approve/Modify Agenda.**

Motion made by Supervisor De Wane, seconded by Supervisor Brusky to approve. Vote taken.

**MOTION CARRIED UNANIMOUSLY**

**III. Approve/Modify Minutes of August 28, 2019.**

Motion made by Supervisor Brusky, seconded by Supervisor De Wane to modify Item 7 of the minutes to include the first, second, and third priorities/recommendations of the study. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**Comments from the Public**

**-Shelly Destree, 1533 Proper Street, Green Bay, WI**

Destree informed she is a county employee working in Dietary Services at the CTC. There has been ongoing turnover in Dietary Services and this is causing staff shortages and difficulties with managing the workload. Staff has done a lot of different things to try to make sure the work is being completed, but the turnover since the union has been dismantled is making it difficult as the union members have filtered out. Turnover has increased to 18%. Destree continued that they are working short staffed daily and are trying to find people daily to get the job done. When staff did a job market analysis for what is paid for a high school diploma, which this job requires, they found the market right now is \$12 an hour just to cashier. Employees working in Dietary Services for the county are making \$11.57 while other support services at the Mental Health Center are making at least \$16 an hour to start.

Destree went on that dietary staff have to know a substantial amount of information such as infection control, modified diets and time management skills. They also have to pass Serve Safe and state survey. The difference of pay between the market outside the CTC and inside the CTC is substantial and they are here tonight to ask the Committee to consider reviewing the pay scale that is being offered for dietary in the upcoming budget. Destree provided the Committee with a handout, a copy of which is attached.

Supervisor Evans asked if the pay is felt to be the main reason for the turnover. Destree answered that the pay is cited as one of the main concerns of staff although she noted people also obviously want the insurance and benefits, but they come to work each day to make the pay.

**-Lynn Klessig, 433 West National Avenue, Brillion, WI**

Klessig is a Food Services Supervisor and said what she hears the most is it is a lot of work for what is being paid. People are leaving for more money and she referenced a recent resignation from someone that was offered \$5 more per hour elsewhere. She does not hear a lot about the benefits, but she does hear a lot

about the low pay. Klessig noted staff is working 10 hours a day and has to know about different types of diets, textures, what each resident can eat, etc. Currently they are down several positions. There are different shifts to cover all the work that needs to be done and there is also some overlap between AM shifts and PM shifts. Ideally there would be 18 – 20 staff members and at this time there are about 14 – 15.

The Committee thanked Destree and Klessig for bringing these issues to the Committee's attention and indicated that this would have to be an agenda item to discuss further. It was suggested that a communication be put it at the next meeting to get this on the agenda.

**1. Review Minutes of:**

- a. Children with Disabilities Education Board (December 18, 2018; February 19 & 28; June 18 and July 16, 2019).
- b. Criminal Justice Coordinating Board (July 9, 2019).
- c. Human Services Board (August 8, 2019).
- d. Veterans' Recognition Subcommittee (August 20, 2019).

Motion made by Supervisor De Wane, seconded by Supervisor Brusky to suspend the rules to take Items 1a-d together. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor De Wane, seconded by Supervisor Linssen to receive and place on file Items 1a-d. Vote taken. MOTION CARRIED UNANIMOUSLY

Communications – None.

**Wind Turbine Update**

- 2. Receive new information – Standing Item.**

Motion made by Supervisor De Wane, seconded by Supervisor Evans to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

**Health & Human Services Department**

- 3. Budget Adjustment Request (129-078): Any increase in expenses with an offsetting increase in revenue.**

A new passenger van used extensively in Community Services operations was totaled in an accident with anticipated proceeds from insurance of just over \$17,500. The remaining amount needed to replace this vehicle is approximately \$7,000 which can be transferred from copying and supply categories running under budget in 2019.

Motion made by Supervisor Evans, seconded by Supervisor De Wane to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

- 4. Budget Adjustment Request (19-079): Any allocation from a departments' fund balance.**

Contractor bids received for the Shelter Care bathroom area project have come in much higher than anticipated. \$128,000 was budgeted for this project in 2019 and this was intended to be a conservative estimate. However, all three contractors bidding on the project submitted similarly high bids for this relatively complex reconstruction/remodeling project which will allow significant additional bathroom access for the children served at Shelter Care. The lowest bid for the project is approximately \$153,000.

Motion made by Supervisor Brusky, seconded by Supervisor Evans to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

- 5. Resolution Regarding Table of Organization Change for the Health and Human Services Department - Community Services Division – Youth Support Specialist.**

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Community Services Administrator Jenny Hoffman informed this is regarding a position at Shelter Care and they are asking to eliminate a .4 every weekend position and adding two .2 positions to make recruiting easier. It was noted that a lot of the weekend staff have full-time jobs during the week and having them work every weekend at Shelter Care has resulted in a lot of turnover.

**Motion made by Supervisor Linssen, seconded by Supervisor Delain to approve. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

**6. Resolution in Support of Establishing a Brown County Secure Residential Care Center for Children and Youth (24 Secure Residential Beds and 32 Secure Detention Beds).**

Hoyer recalled that at the last meeting the Committee talked about the idea and requested that a resolution be sent back to the Committee and that is what is being considered at this time. Linssen commented on provisions 1, 2 and 3 in the last paragraph of the resolution and said he does not recall seeing these provisions before and asked where they came from. Hoyer responded that essentially those provisions address concerns that had been raised by both the Human Services Committee and the Public Safety Committee and indicated that those are things we do not know at this time but are part of the conversation and need to be addressed.

With regard to provision 2, Linssen asked if that is something that a decision has been made on and specifically where that provision came from. Director of Administration Chad Weininger said some of the other communities would have to purchase land so they would use those dollars towards the land purchases. Brown County already has the farm property and the property was appraised long before this came up so the county would like the state to consider that as part of our contribution because it is taxpayer dollars that the county would be foregoing. Weininger continued that this resolution really only conveys to the state that the County Board is still interested in the project but we still have to work out some details. There will still be something brought before the Board with the costs and other final details.

Linssen asked where the numbers in the resolution came from. Weininger responded that the land sale came from conversations with a number of staff. There have been different conversations going on that all came together for this resolution. Weininger reiterated the resolution is only saying that the county is interested but we know we still have to work through some things.

With regard to the fiscal impact, Evans noted that the 5% that would be the county's responsibility comes to about \$2 million dollars. He also noted the county cannot bond according to the resolution passed for the .5% sales tax and asked where that money would come from. Weininger said at this time there is no fiscal as the county is not being committed to anything. However, there would be several options to cover this. He recalled that there were several buckets of money set aside and in 2020 Health and Human Services will only be using a small percentage of their bucket of the sales tax proceeds so there would be money available there. Weininger also said the county still has fund balance and there are also some other possibilities where there is some flexibilities and alternatives. Weininger said he would be more concerned about the operational aspect rather than the capital aspect of this. The goal is to get this resolution passed and then the county can delve into determining if there are enough resources to cover the operational costs.

Regarding the land, Brusky asked if we built this, if the structure would belong to the state or to Brown County. Weininger responded that he assumed it would likely be the county's building, but he is not 100% sure of this and said that he will have Corporation Counsel contact Brusky with a more clear answer.

Brusky also had some suggestions to the proposed language in the resolution. She informed she spoke with a Supervisor from Columbia County recently at the WCA Convention and that Supervisor was wondering if it was the appropriate time to talk to some of the counties that may be building these facilities to see if they could be used by Columbia County. She feels the reference in the proposed resolution to North-East Wisconsin should maybe be deleted because it was pointed out to her at the WCA session that the western and northern counties feel like they do not have any

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options close to them so they will have to look to Racine or Brown County. Brusky also suggested modifying the final paragraph of the resolution to read: Now, Therefore, Be it Resolved that the Brown County Board of Supervisors hereby supports constructing and operating a SRCCY in Brown County to serve North-Eastern Wisconsin area children and youth populations and children and youth from other requesting counties.

Hoyer noted the priority is for our own children and he does not feel the concern should be filling it because there is demand for this. Hoffman responded that they have not talked about prioritizing, but the intent would be to serve who reaches out. Evans added that he thought the state already had some boundaries as to where people were going to go. Children, Youth & Families Manager Kevin Brennan said there have been different maps drawn up of where the population of kids would come from, but only four counties made a proposal to the Grants Committee; three in the south and Brown County. There was not anybody in the northern part of the state that made a proposal. From a practical standpoint, serving kids as close to home as possible is desired. Brennan noted that Columbia County was pretty southern and should be buddying up with facilities in that part of the state.

Evans recalled hearing that 60% of the people using the facility would need to be from out of county. Weininger clarified that the operational budget would depend on outside revenue sources to make a facility flow, so we would have to serve the outside areas. Financial Manager Eric Johnson said the initial projection would be 50% Brown County residents and 50% residents from other counties.

**Motion made by Supervisor Brusky, seconded by Supervisor Evans to make the language changes proposed by Brusky to the resolution. *Second rescinded; no vote taken.***

Linssen understands Brusky's viewpoint, however, given the political nature of the resolution and the intent that we are trying to convey that this is a regional facility, his preference would be to leave the resolution language as is. There is nothing that says we cannot provide services to other counties, but he feels the intent the county is trying to convey to the state is that this is a facility that will handle the northeastern part of Wisconsin and potentially more. For those reasons, he would prefer to leave the resolution as is.

From a logistical standpoint, Hoyer informed this resolution in its current form is going to Public Safety Committee as well and he is concerned that if this Committee makes changes and Public Safety makes changes, there would need to be a joint meeting before the full Board meeting. Hoyer said his preference would be for this Committee to approve the resolution as is and that Brusky make her recommendations at the full Board meeting. De Wane agreed with Hoyer that this resolution should be approved as is. Evans feels the changes Brusky is suggesting are legitimate changes and noted that this resolution is only a formality in saying that Brown County supports moving ahead, but there is nothing wrong with making the document as clear and concise as possible and he would support these changes on the County Board floor. Brusky was agreeable to waiting until the full County Board meeting to talk further about her suggested changes.

**Motion made by Supervisor De Wane, seconded by Supervisor Linssen to approve. Vote taken.  
MOTION CARRIED UNANIMOUSLY**

**7. Financial Report for Community Treatment Center and Community Services.**

**Motion made by Supervisor De Wane, seconded by Supervisor Evans to approve. Vote taken.  
MOTION CARRIED UNANIMOUSLY**

**8. Shelter Care Remodeling Project Update and Bid Approval.**

**Motion made by Supervisor Evans, seconded by Supervisor Linssen to have separation between Shelter Care Remodeling Project Update and Bid Approval and Statistical Reports. Vote taken.  
MOTION CARRIED UNANIMOUSLY**

Johnson informed this project is expected to begin as soon as the winning bid is awarded and the contractor can start work, hopefully within the month. The goal is to get as much of the project done this year as possible. It is a two phase project because they have to close down one side of the facility to do the work and then close the other side to do the work. As a reminder, the project is to create individualized bathrooms as opposed to the current group bathrooms that cause rationing and juggling of bathroom time, especially in the morning when these young people are getting ready for school. Brennan added that they currently do have space in the bathroom for more than one person at a time, but because of the licensing rules, kids cannot be in the bathroom together. This project will portion the stalls out so they can serve more kids at one time. Some of the new stalls will have showers and others will not.

**Motion made by Supervisor Evans, seconded by Supervisor De Wane to approve the bid of Milbach Construction Services for Project Number 2342. Vote taken. MOTION CARRIED UNANIMOUSLY**

**9. Statistical Reports.**

- a. Monthly CTC Data.
  - i. Bay Haven Crisis Diversion.
  - ii. Nicolet Psychiatric Center.
  - iii. Bayshore Village (Nursing Home).
  - iv. CTC Double Shifts.
- b. Child Protection – Child Abuse/Neglect Report.
- c. Monthly Contract Update.

**Motion made by Supervisor De Wane, seconded by Supervisor Linssen, to suspend the rules to take Items 9 a, ai, aii, aiii, aiv b and c together. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Motion made by Supervisor De Wane, seconded by Supervisor Brusky to receive and place on file Items 9 a, ai, aii, aiii, aiv b and c together. Vote taken. MOTION CARRIED UNANIMOUSLY**

**10. Request for New Non-Contracted and Contracted Providers.**

Evans asked for clarification on several items which was provided by Jenny Hoffman and Kevin Brennan.

**Motion made by Supervisor Evans, seconded by Supervisor Linssen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Other**

**11. Audit of bills.**

**Motion made by Supervisor De Wane, seconded by Supervisor Brusky to acknowledge receipt of the bills. Vote taken. MOTION CARRIED UNANIMOUSLY**

**12. Such other Matters as Authorized by Law.**

Hoyer informed that Human Services will hold their regular and budget meeting on October 23 beginning at 5:00 pm in Room 200 of the Northern Building.

Brusky said at the WCA Convention Supervisors were asked to thank Human Services employees and she added her thanks and said that their work is very much appreciated. She noted that Brown County was pointed out for their home visits and were also grouped together with several other counties as a leader in something else.

Evans asked about mosquito borne illnesses in Brown County and if it something that we should be concerned about. Public Health Officer Anna Destree advised that people should use bug spray, wear long sleeves and avoid going outdoors at dawn and dusk. She noted that no birds have tested

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positive for West Nile Disease in this area this year and the other diseases carried by mosquitoes that have been in the news have not been found in this area and are very rare.

**13. Adjourn.**

**Motion made by Supervisor De Wane, seconded by Supervisor Linssen to adjourn at 6:43 pm.  
Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Alicia A. Loehlein  
Administrative Coordinator

Therese Giannunzio  
Transcriptionist

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BOARD OF SUPERVISORS

Brown County



BROWN COUNTY  
BOARD OF SUPERVISORS  
GREEN BAY, WISCONSIN

Meeting Date: \_\_\_\_\_

Agenda No.: \_\_\_\_\_

Motion from the Floor

I make the following motion:

Presentation by HR in response to  
comments from Dietay, ~~including turnover~~  
~~and~~ employees at the last Human Services  
meeting including information about turnover and  
class & comp ranges.

Signed: \_\_\_\_\_

District No. \_\_\_\_\_

District 4

(Please deliver to County Clerk after motion is made for recording into minutes.)

November 6, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2020  
BUDGET PROCESS IN THE VETERANS' SERVICES DEPARTMENT –  
TABLE OF ORGANIZATION**

**WHEREAS**, a table of organization request was submitted by the Veterans' Services Department ("Department") during the 2020 budget process; and

**WHEREAS**, there is currently a one (1.0) Senior Benefits Specialist position in the Department's table of organization; and

**WHEREAS**, the department has evaluated the operations of the department and has determined that creating a one (1.0) Assistant Veterans Services Officer position would help run daily operations in the office and provide first line supervision in a salaried role; and

**WHEREAS**, Human Resources, in conjunction with the Department, recommends the following changes to the Department's table of organization: the deletion of one (1.0) non-exempt Senior Benefits Specialist position in pay grade G in the classification and compensation plan and the addition of one (1.0) exempt Assistant Veterans Services Officer position in pay grade 5 of the classification and compensation plan.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors that the following changes to the Department's table of organization, as described above and below in the Budget Impact section of this resolution, are hereby approved: Delete one (1.0) Senior Benefits Specialist position at pay grade G of the classification and compensation plan, and add one (1.0) Assistant Veterans Services Officer position in pay grade 5 of the classification and compensation plan, as requested through the 2020 budget process to be effective January 1, 2020.

3a

**Budget Impact: Veterans' Services**

<b>Annual Budget Impact</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
<b>Senior Benefits Specialist (Non-exempt)</b> \$21.55/hr Position 101.060.084 Hours: 1,965	1.0	Deletion	(\$42,347)	(\$6,508)	(\$48,855)
<b>Assistant Veterans Services Officer (Exempt)</b> \$21.55/hr Position 101.060.084 Hours: 2,096	1.0	Addition	\$45,169	\$6,940	\$52,109
<b>Annualized budget Impact (net impact of position changes)</b>					<b>\$3,254</b>

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The fiscal change of this resolution is reflected in the 2020 Proposed Budget.*

Respectfully submitted,  
HUMAN SERVICES COMMITTEE  
EXECUTIVE COMMITTEE

Approved By:

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TROY STRECKENBACH  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

19-098R

Authored by Veterans' Services

Final Draft Approved by Corporation Counsel's Office

3a

## HUMAN RESOURCES

# Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

### RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

**DATE:** 8-2-19  
**REQUEST TO:** Human Services, Executive, and County Board  
**MEETING DATE:** 10/23/19, 10/28/19, 11/6/19, respectively  
**REQUEST FROM:** Joe Aulik  
Veterans Services Officer

**REQUEST TYPE:** ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

**TITLE:** RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2020 BUDGET  
PROCESS IN THE VETERANS' SERVICES DEPARTMENT – TABLE OF ORGANIZATION

#### ISSUE/BACKGROUND INFORMATION:

The Brown County Veterans department works to connect Veterans with their benefits and works in cooperation with over 30 local Veterans Organizations. As the Veterans Service Officer, it is imperative that we meet these organizations and I am not always able to attend. Creating a salaried Assistant Veterans Service Officer would allow time to meet with these organizations outside of normal work hours as well as manage the Veterans Office while I am connecting with the community and Veterans to educate them on available benefits. Right now, if I am completing a benefit claim, I am unable to take any other calls or do any type of outreach and with this new classification, it would allow me to direct more Veterans to our office.

#### ACTION REQUESTED:

Reclassify the 1.0 FTE Senior Benefits Specialist position to a salaried 1.0 FTE Assistant Veterans Services Officer position.

#### FISCAL IMPACT:

*NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. What is the amount of the fiscal impact? \$3,254
2. Is it currently budgeted? ☐ Yes ☒ No ☐ N/A (if \$0 fiscal impact)
  - a. If yes, in which account? \_\_\_\_\_
  - b. If no, how will the impact be funded? Levy
  - c. If funding is from an external source, is it one-time ☐ or continuous? ☐
3. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

November 6, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2020  
BUDGET PROCESS IN THE HEALTH AND HUMAN SERVICES DEPARTMENT -  
PUBLIC HEALTH DIVISION TABLE OF ORGANIZATION**

**WHEREAS**, a table of organization request was submitted by the Public Health Department ("Department") during the 2020 budget process; and

**WHEREAS**, there is currently one (1.0) Health Aide position in the Department's table of organization that is currently vacant; and

**WHEREAS**, currently Brown County has approximately 106 transient non-community water systems; and

**WHEREAS**, the Department, in conjunction with Human Resources, has determined that adding one (1.0) Laboratory Technician position will increase lab capacity to test transient non-community water systems as well as beach monitoring; and

**WHEREAS**, Human Resources, in conjunction with the Department, recommends the following changes to the Department's table of organization: the deletion of one (1.0) Health Aide position, and the addition of (1.0) Laboratory Technician position.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors that the following changes to the Department's table of organization, as described above and below in the Budget Impact section of this resolution, are hereby approved: Delete one (1.0) Health Aide position, and add one (1.0) Laboratory Technician position, as requested through the 2020 budget process to be effective January 1, 2020.

4a

**Budget Impact: Health & Human Services-Public Health Department**

<b>Annual Budget Impact</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
<b>Health Aide</b> \$16.96/hr Position #106.180.060 Hours: 1,965	1.0	Deletion	(\$33,326)	(\$20,345)	(\$53,671)
<b>Laboratory Technician</b> \$19.00/hr Position # 102.550.060 Hours: 1,965	1.0	Addition	\$37,335	\$21,075	\$58,410
<b>Revenue from Licensing and Water Testing Contracts</b>					(\$4,739)
<b>Annualized Budget Impact (net impact of position changes)</b>					<b>\$0</b>

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The fiscal change of this resolution is reflected in the 2020 Proposed Budget.*

Respectfully submitted,  
HUMAN SERVICES COMMITTEE  
EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
TROY STRECKENBACH  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

19-090R

Authored by Health & Human Services-Public Health Department  
Final Draft Approved by Corporation Counsel's Office

HUMAN RESOURCES

Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 7-12-19  
REQUEST TO: Human Services, Executive, and County Board  
MEETING DATE: 10/23/19, 10/28/19, 11/6/19, respectively  
REQUEST FROM: Erik Pritzl  
Executive Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2020 BUDGET  
PROCESS IN THE HEALTH AND HUMAN SERVICES DEPARTMENT-PUBLIC HEALTH  
DIVISION TABLE OF ORGANIZATION

**ISSUE/BACKGROUND INFORMATION:**

Brown County has approximately 106 transient non-community water systems. Adding a Lab Technician will increase lab capacity to test transient non-community water systems as well as beach monitoring.

**ACTION REQUESTED:**

Delete 1.0 Health Aide position  
Add 1.0 Laboratory Technician Position

**FISCAL IMPACT:**

*NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. What is the amount of the fiscal impact? \$0
2. Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)
  - a. If yes, in which account? \_\_\_\_\_
  - b. If no, how will the impact be funded? \_\_\_\_\_
  - c. If funding is from an external source, is it one-time ☐ or continuous? ☒
3. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

4a



November 6, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2020  
BUDGET PROCESS IN THE HEALTH AND HUMAN SERVICES DEPARTMENT-  
COMMUNITY TREATMENT CENTER DIVISION TABLE OF ORGANIZATION**

**WHEREAS**, a table of organization request was submitted by the Health and Human Services Department-Community Treatment Center Division ("Department") during the 2020 budget process; and

**WHEREAS**, there is currently a (.20) Clinical Social Worker position and a (.11) Clerk Receptionist in the Department's table of organization; and

**WHEREAS**, the positions have not been filled in the last year and are difficult to recruit for based on the low FTE; and

**WHEREAS**, the Department, in conjunction with Human Resources, has requested to delete the (.20) FTE Clinical Social Worker position, and to delete the (.11) FTE Clerk Receptionist; and

**WHEREAS**, Human Resources, in conjunction with the Department, recommends the following changes to the Department's table of organization: the deletion of one (.20) FTE Clinical Social Worker position, and the deletion of one (0.11) FTE Clerk Receptionist position.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors that the following changes to the Department's table of organization, as described above and below in the Budget Impact section of this resolution, are hereby approved: Delete one (.20) FTE Clinical Social Worker position, and delete one (0.11) FTE Clerk Receptionist position, as requested through the 2020 budget process to be effective January 1, 2020.

**Budget Impact:** Health and Human Services Department-Community Treatment Center Division

Annual Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
<b>Clinical SW/Pro Couns/Case Mgr</b> \$32.59/hr Position 107.011.056 Hours: 416	.20	Deletion	(\$13,557)	(\$1,095)	(\$14,652)
<b>Clerk Receptionist</b> \$16.96/hr Position 143.007.056 Hours: 416	.11	Deletion	(\$7,055)	(\$555)	(\$7,610)
<b>Annual Budget Impact</b>					<b>(\$22,262)</b>

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The fiscal change of this resolution is reflected in the 2020 Proposed Budget.*

Respectfully submitted,  
HUMAN SERVICES COMMITTEE  
EXECUTIVE COMMITTEE

Approved By:

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TROY STRECKENBACH  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

19-092R  
Authored by Health and Human Services Department  
Final Draft Approved by Corporation Counsel's Office

HUMAN RESOURCES

Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 7-10-19  
REQUEST TO: Human Services, Executive, and County Board  
MEETING DATE: 10/23/19, 10/28/19, 11/6/19, respectively  
REQUEST FROM: Erik Pritzl  
Executive Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2020 BUDGET PROCESS IN THE HEALTH AND HUMAN SERVICES DEPARTMENT-COMMUNITY TREATMENT CENTER DIVISION TABLE OF ORGANIZATION

**ISSUE/BACKGROUND INFORMATION:**

The Community Treatment Center has two positions that have not been filled in the last year and are difficult to recruit for based on the low FTE. The first is a .20 FTE Clinical Social Worker position and the second is a .11 FTE Clerk Receptionist the department is requesting to delete.

**ACTION REQUESTED:**

Delete .20 FTE Clinical Social Worker Position  
Delete .11 FTE Clerk Receptionist Position

**FISCAL IMPACT:**

*NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. What is the amount of the fiscal impact? (\$-22,262)
2. Is it currently budgeted? ☒ Yes ☐ No ☐ N/A (if \$0 fiscal impact)
  - a. If yes, in which account? \_\_\_\_\_
  - b. If no, how will the impact be funded? \_\_\_\_\_
  - c. If funding is from an external source, is it one-time ☐ or continuous? ☐
3. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

4b

November 6, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2020  
BUDGET PROCESS IN THE HEALTH AND HUMAN SERVICES DEPARTMENT –  
COMMUNITY SERVICES DIVISION TABLE OF ORGANIZATION**

**WHEREAS**, a table of organization request was submitted by the Health and Human Services Department (“Department”) during the 2020 budget process; and

**WHEREAS**, there is currently a Comprehensive Community Services Program funded by federal and state dollars and the number of children in need of services continues to grow; and

**WHEREAS**, currently we lack accessibility to a dedicated available mental health therapist to service children; and

**WHEREAS**, Human Resources, in conjunction with the Department, recommends the following change to the Department’s table of organization: the addition of one (1.0) Clinical Social Worker/Pro Couns/Case Manager position in pay grade J of the classification and compensation plan.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors that the following changes to the Department’s table of organization, as described above and below in the Budget Impact section of this resolution, are hereby approved: Add one (1.0) Clinical Social Worker/Pro Couns/Case Manager position in pay grade J of the classification and compensation plan, as requested through the 2020 budget process to be effective January 1, 2020.

**BE IT FURTHER RESOLVED**, that, should the funding for this position end, said Position will end and be eliminated from the Department’s table of organization.

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**Budget Impact: Health and Human Services-Community Services**

<b>Annualized Budget Impact</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
<b>Clinical Social Worker/Pro Couns/Case Manager</b> \$31.35/hr Position # 245.631.076 Hours: 1,965	1.0	Addition	\$61,604	\$23,950	\$85,554
<b>TS Equipment for new employee (Laptop, Monitor &amp; Phone)</b>		Addition			\$2,233
<b>CCS Funding from Federal &amp; State and WIMCR claim</b>					(\$87,787)
<b>Annualized Budget Impact</b>					<b>\$0</b>

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The fiscal change of this resolution is reflected in the 2020 Proposed Budget.*

Respectfully submitted,  
HUMAN SERVICES COMMITTEE  
EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
TROY STRECKENBACH  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

19-094R

Authored by Health and Human Services

Final Draft Approved by Corporation Counsel's Office

HUMAN RESOURCES

Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 7-23-19  
REQUEST TO: Human Services, Executive, and County Board  
MEETING DATE: 10/23/19, 10/28/19, 11/6/19, respectively  
REQUEST FROM: Erik Pritzl  
Executive Director Brown County HHSD  
REQUEST TYPE: ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2020 BUDGET PROCESS IN THE HEATH AND HUMAN SERVICES DEPARTMENT – COMMUNITY SERVICES – TABLE OF ORGANIZATION

**ISSUE/BACKGROUND INFORMATION:**

The Comprehensive Community Services Program is a psychosocial rehabilitation program funded by federal and state dollars. In the Children's area of this program, the numbers of children in need of services continues to grow, and we lack therapist resources to meet the clinical needs of children/youth currently in the program. As an agency and as a community we lack accessibility to a dedicated available mental health therapist to serve children in this program, this requiring significant family and child contact, often outside of an office setting. These resources are unavailable in the community to meet the needs of clients in this program.

**ACTION REQUESTED:**

Add 1.0 Clinical Social Worker/Pro Couns/Case Manager Position

**FISCAL IMPACT:**

*NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. What is the amount of the fiscal impact? \$0
2. Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)
  - a. If yes, in which account? \_\_\_\_\_
  - b. If no, how will the impact be funded? CCS Federal and State Funding and WIMCR claim
  - c. If funding is from an external source, is it one-time ☐ or continuous? ☒
3. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

November 6, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2020  
BUDGET PROCESS IN THE HEALTH AND HUMAN SERVICES DEPARTMENT -  
PUBLIC HEALTH DIVISION – TABLE OF ORGANIZATION**

**WHEREAS**, a table of organization request was submitted by the Public Health Department (“Department”) during the 2020 budget process; and

**WHEREAS**, there are currently seven (1.0) Public Health Sanitarian II positions in the Department’s table of organization; and

**WHEREAS**, the department is requesting to create tiers in the pay range of Public Health Sanitarian positions, including a top level spot for the standard, which is the individual who provides consistency and training on appropriate standards for sanitarians; and

**WHEREAS**, the Department, in conjunction with Human Resources, has determined that building in tiers to the pay grade would be beneficial to the department; and

**WHEREAS**, Human Resources, in conjunction with the Department, recommends the following changes to the Department’s table of organization: the deletion of seven (1.00) Public Health Sanitarian II positions at various wages, and the addition of seven (1.00) Public Health Sanitarian positions at four tiers of wages within the pay range.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors that the following changes to the Department’s table of organization, as described above and below in the Budget Impact section of this resolution, are hereby approved: Delete seven (1.0) Public Health Sanitarian II positions at various wages, and add seven (1.00) Public Health Sanitarian positions at four tiers of wages within the pay range, as requested through the 2020 budget process to be effective January 1, 2020.

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**Budget Impact: Health & Human Services-Public Health**

<b>Annual Budget Impact</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
<b>Public Health Sanitarian II</b> \$28.83/hr Position #107.660.060 Hours: 1,965	1.0	Deletion	(\$56,652)	(\$25,112)	(\$81,764)
<b>Public Health Sanitarian II</b> \$29.48/hr Position #106.660.060 Hours: 1,965	1.0	Deletion	(\$57,928)	(\$28,403)	(\$86,331)
<b>Public Health Sanitarian II</b> \$29.48/hr Position #103.660.060 Hours: 1,965	1.0	Deletion	(\$57,928)	(\$17,167)	(\$75,095)
<b>Public Health Sanitarian II</b> \$30.99/hr Position #104.660.060 Hours: 1,965	1.0	Deletion	(\$60,897)	(\$17,694)	(\$78,591)
<b>Public Health Sanitarian II</b> \$32.75/hr Position #102.660.060 Hours: 1,965	1.0	Deletion	(\$64,355)	(\$28,735)	(\$93,090)
<b>Public Health Sanitarian II</b> \$32.93/hr Position #105.660.060 Hours: 1,965	1.0	Deletion	(\$64,709)	(\$18,396)	(\$83,105)
<b>Public Health Sanitarian II</b> \$32.42/hr Position #108.660.060 Hours: 1,965	1.0	Deletion	(\$63,705)	(\$18,145)	(\$81,850)
<b>Public Health Sanitarian</b> \$28.83/hr Position #107.660.060 Hours: 1,965	1.0	Addition	\$56,652	\$27,832	\$84,484
<b>Public Health Sanitarian</b> \$28.83/hr Position #106.660.060 Hours: 1,965	1.0	Addition	\$56,652	\$28,174	\$84,826
<b>Public Health Sanitarian</b> \$31.35/hr Position #103.660.060 Hours: 1,965	1.0	Addition	\$61,604	\$25,478	\$87,082
<b>Public Health Sanitarian</b> \$31.35/hr Position #104.660.060 Hours: 1,965	1.0	Addition	\$61,604	\$17,851	\$79,455
<b>Public Health Sanitarian</b> \$32.75/hr Position #102.660.060 Hours: 1,965	1.0	Addition	\$64,355	\$28,735	\$93,090
<b>Public Health Sanitarian</b> \$32.75/hr Position #105.660.060 Hours: 1,965	1.0	Addition	\$64,355	\$18,334	\$82,689
<b>Public Health Sanitarian</b> \$32.93/hr Position #108.660.060 Hours: 1,965	1.0	Addition	\$64,709	\$18,325	\$83,034
<b>Funding from license revenue</b>					(\$14,834)
<b>Annualized Budget Impact (net impact of position changes)</b>					<b>\$0</b>



## HUMAN RESOURCES

# Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

### RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

**DATE:** 7-29-19  
**REQUEST TO:** Human Services, Executive, and County Board  
**MEETING DATE:** 10/23/19, 10/28/19, 11/6/19, respectively  
**REQUEST FROM:** Erik Pritzl  
Executive Director

**REQUEST TYPE:** ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

**TITLE:** RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2020 BUDGET PROCESS IN THE HEALTH AND HUMAN SERVICES DEPARTMENT-PUBLIC HEALTH DIVISION – TABLE OF ORGANIZATION

#### ISSUE/BACKGROUND INFORMATION:

The pool of Public Health Sanitarians both statewide and nationwide is shrinking, making it difficult to both hire and retain qualified Sanitarians. Because the pool of qualified Sanitarians is at an all-time low, at times Public Health will need to hire Sanitarians straight out of college, with limited experience, and they will not yet have their RS/REHS which is required for their position within 5 years of hire. The past Environmental Health Manager had told these 2.0 FTE Sanitarians that they would automatically get adjusted in salary once their RS/REHS was achieved, yet no system was actually in place to do so. This is to adjust the 2.0 FTE Sanitarians who are now RS/REHS certified to put them at midpoint, providing them with a salary more closely matched in a very competitive market, with the hope of retaining and making Brown County more attractive to qualified to current and future Sanitarians.

#### ACTION REQUESTED:

Delete 7.0 Public Health Sanitarian IIs; Add 7.0 Public Health Sanitarians in a tiered pay structure

#### FISCAL IMPACT:

**NOTE:** This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. What is the amount of the fiscal impact? \$0
2. Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)
  - a. If yes, in which account? \_\_\_\_\_
  - b. If no, how will the impact be funded? Funding from license revenue
  - c. If funding is from an external source, is it one-time ☐ or continuous? ☒
3. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

4d

November 6, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2020  
BUDGET PROCESS IN THE HEALTH AND HUMAN SERVICES DEPARTMENT -  
PUBLIC HEALTH DIVISION – TABLE OF ORGANIZATION**

**WHEREAS**, a table of organization request was submitted by the Public Health Department (“Department”) during the 2020 budget process; and

**WHEREAS**, there is currently a (1.0) Public Health Nurse, a (1.0) Preparedness Planning Coordinator and a (1.0) Preparedness Community Educator position in the Department’s table of organization; and

**WHEREAS**, public health agencies across the nation are faced with a mandate to implement PH3.0, which is a modernization of public health in order to make the biggest impact improving the health of communities; and

**WHEREAS**, the Department, in conjunction with Human Resources, has determined that moving towards Community Health Strategist positions would position Brown County Public Health as a leader in the community and help in guiding health improvement strategies; and

**WHEREAS**, the funding will be fully covered through funding from water testing and funds collected from Medicaid billing for lead visits; and

**WHEREAS**, Human Resources, in conjunction with the Department, recommends the following changes to the Department’s table of organization: delete one (1.0) Public Health Nurse position, one (1.0) Preparedness Planning Coordinator position, and one (1.0) Preparedness Community Educator position, and add three (1.0) Community Health Strategist positions in pay grade I of the classification and compensation plan.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors that the following changes to the Department’s table of organization, as described above and

4e

below in the Budget Impact section of this resolution, are hereby approved: Delete one (1.0) Public Health Nurse position, one (1.0) Preparedness Planning Coordinator position and one (1.0) Preparedness Community Educator position, and add three (1.0) Community Health Strategist positions in pay grade I of the classification and compensation plan, as requested through the 2020 budget process to be effective January 1, 2020.

**Budget Impact: HHS-Public Health**

Annual Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
<b>Preparedness Planning Coordinator</b> \$24.89/hr Position #101.820.060 Hours: 2,096	1.0	Deletion	(\$52,169)	(\$14,720)	(\$66,889)
<b>Preparedness Community Educator</b> \$26.37/hr Position #102.080.060 Hours: 2,096	1.0	Deletion	(\$55,272)	(\$15,196)	(\$70,468)
<b>Public Health Nurse</b> \$32.08/hr Position #112.290.060 Hours: 1,965	1.0	Deletion	(\$63,037)	(\$29,315)	(\$92,352)
<b>Community Health Strategist</b> \$28.00/hr Position # 118.290.060, 120.290.060 Hours: 2,096	2.0	Addition	\$117,376	\$49,900	\$167,276
<b>Community Health Strategist</b> \$26.37/hr Position # 122.290.060 Hours: 2,096	1.0	Addition	\$55,272	\$24,421	\$79,693
<b>Funding from water testing and funds collected from Medicaid billing for lead visits</b>					(\$17,260)
<b>Annualized Budget Impact (net impact of position changes)</b>					<b>\$0</b>

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The fiscal change of this resolution is reflected in the 2020 Proposed Budget.*

Respectfully submitted,  
HUMAN SERVICES COMMITTEE  
EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
TROY STRECKENBACH  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

He

19-096R

Authored by Health & Human Services-Public Health Department  
Final Draft Approved by Corporation Counsel's Office

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEESE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast \_\_\_\_\_

Motion: Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

## HUMAN RESOURCES

Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

### RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

**DATE:** 7-29-19  
**REQUEST TO:** Human Services, Executive, and County Board  
**MEETING DATE:** 10/23/19, 10/28/19, 11/6/19, respectively  
**REQUEST FROM:** Erik Pritzl  
Executive Director

**REQUEST TYPE:** ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

**TITLE:** RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2020 BUDGET PROCESS IN THE HEALTH AND HUMAN SERVICES DEPARTMENT-PUBLIC HEALTH DIVISION – TABLE OF ORGANIZATION

#### ISSUE/BACKGROUND INFORMATION:

Public Health agencies across the nation are faced with a mandate to implement PH3.0 – a modernization of public health in order to make the biggest impact in improving the health of communities. This mandate comes with a definition of the role of public health staff, namely to be the chief health strategists in the community. The above proposed change *Community Health Strategists* positions Brown County Public Health as a leader in the community, ready to advocate for and guide public health improvement strategies for mandated services, in the areas of: Environmental Health, Adult Health and Communicable Diseases, and Public Health Emergency Preparedness

#### ACTION REQUESTED:

- Delete 1.0 FTE Preparedness Coordinator
- Delete 1.0 FTE Preparedness Community Educator
- Delete 1.0 FTE Public Health Nurse
- Add 3.0 FTE Community Health Strategist positions

#### FISCAL IMPACT:

**NOTE:** *This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. What is the amount of the fiscal impact? \$0
2. Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)
  - a. If yes, in which account? \_\_\_\_\_
  - b. If no, how will the impact be funded? Funding from test water and funds collected from Medicaid billing for lead visits
  - c. If funding is from an external source, is it one-time ☐ or continuous? ☒
3. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

November 6, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2020  
BUDGET PROCESS IN THE HEALTH AND HUMAN SERVICES DEPARTMENT –  
COMMUNITY TREATMENT CENTER DIVISION –  
TABLE OF ORGANIZATION**

**WHEREAS**, a table of organization request was submitted by the HHS-Community Treatment Center Department (“Department”) during the 2020 budget process; and

**WHEREAS**, the Department currently contracts out for both Advanced Practice Nursing Prescriber and Medical Director services for their inpatient nursing department; and

**WHEREAS**, the department would like to directly employ these positions to fully utilize their skills and be able to direct work hours; and

**WHEREAS**, Human Resources, in conjunction with the Department, recommends the following changes to the Department’s table of organization: the addition of one (1.00) Advanced Practice Nurse Prescriber position in pay grade 11 of the classification and compensation plan, and the addition of one (0.50) Medical Director position in pay grade 17 of the classification and compensation plan.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors that the following changes to the Department’s table of organization, as described above and below in the Budget Impact section of this resolution, are hereby approved: Add one (1.0) Advanced Practice Nurse Prescriber position in pay grade 11 of the classification and compensation plan, and add one (0.50) Medical Director position in pay grade 17 of the classification and compensation plan, as requested through the 2020 budget process to be effective January 1, 2020.

**Budget Impact: HHS – Community Treatment Center**

<b>Annual Budget Impact</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
<b>Advanced Practice Nurse Prescriber</b> \$55.34/hr Position # 118.001.056 Hours: 2,096	1.0	Addition	\$115,992	\$35,350	\$151,342
<b>Medical Director</b> \$110.69/hr Position # 120.001.056 Hours: 1,048	0.5	Addition	\$116,004	\$35,352	\$151,356
<b>Reduction in LTE-NP Hours by 382</b>					(\$22,920)
<b>Reduction in Contracted CTC services (MD, APNP)</b>					(\$288,000)
<b>Annualized Budget Impact (net impact of position changes)</b>					<b>(\$8,222)</b>

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The fiscal change of this resolution is reflected in the 2020 Proposed Budget.*

Respectfully submitted,  
HUMAN SERVICES COMMITTEE  
EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
TROY STRECKENBACH  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

19-100R

Authored by Health and Human Services Department  
Final Draft Approved by Corporation Counsel's Office

HUMAN RESOURCES

Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 8-2-19

REQUEST TO: Human Services, Executive, and County Board

MEETING DATE: 10/23/19, 10/28/19, 11/6/19, respectively

REQUEST FROM: Erik Pritzl  
Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2020 BUDGET  
PROCESS IN THE HEALTH AND HUMAN SERVICES DEPARTMENT – COMMUNITY  
TREATMENT CENTER DIVISION

**ISSUE/BACKGROUND INFORMATION:**

The department wishes to employ a direct APNP and Medical Director instead of using contracted services.

**ACTION REQUESTED:**

Add 1.0 Advanced Practice Nurse Prescriber and 0.5 Medical Director

**FISCAL IMPACT:**

*NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. What is the amount of the fiscal impact? \$-8,222
2. Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)
  - a. If yes, in which account? \_\_\_\_\_
  - b. If no, how will the impact be funded? Reduction in LTE hours and Contracted Services
  - c. If funding is from an external source, is it one-time ☐ or continuous? ☒
3. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED



November 6, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2020  
BUDGET PROCESS IN THE HEALTH AND HUMAN SERVICES DEPARTMENT –  
COMMUNITY TREATMENT CENTER DIVISION  
TABLE OF ORGANIZATION**

**WHEREAS**, a table of organization request was submitted by the HHS-Community Treatment Center Department (“Department”) during the 2020 budget process; and

**WHEREAS**, the Department currently runs a CBRF unit which is a 15 bed unit with high acuity clientele and currently only staffs the overnight shift with two Nursing Assistants which has proved challenging; and

**WHEREAS**, the funding for an additional Nursing Assistant position would fully be covered by Medicare billable hours; and

**WHEREAS**, Human Resources, in conjunction with the Department, recommends the following changes to the Department’s table of organization: the addition of one (1.00) Nursing Assistant position in pay grade E of the classification and compensation plan.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors that the following changes to the Department’s table of organization, as described above and below in the Budget Impact section of this resolution, are hereby approved: Add one (1.0) Nursing Assistant position in pay grade E of the classification and compensation plan, as requested through the 2020 budget process to be effective January 1, 2020.

**BE IT FURTHER RESOLVED**, that, should the funding for this position end, said Position will end and be eliminated from the HHS-Community Treatment Center Department table of organization.

**Budget Impact: HHS – Community Treatment Center**

<b>Annual Budget Impact</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
<b>Nursing Assistant</b> \$16.19/hr Position # 181.005.056 Hours: 2,080	1.0	Addition	\$33,675	\$20,410	\$54,085
<b>Billable Hours to Medicare</b>					(\$54,085)
<b>Annualized Budget Impact (net impact of position changes)</b>					<b>\$0</b>

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The fiscal change of this resolution is reflected in the 2020 Proposed Budget.*

Respectfully submitted,  
HUMAN SERVICES COMMITTEE  
EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
TROY STRECKENBACH  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

19-101R

Authored by Health and Human Services Department  
Final Draft Approved by Corporation Counsel's Office

HUMAN RESOURCES

Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 8-2-19  
REQUEST TO: Human Services, Executive, and County Board  
MEETING DATE: 10/23/19, 10/28/19, 11/6/19, respectively  
REQUEST FROM: Erik Pritzl  
Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2020 BUDGET  
PROCESS IN THE HEALTH AND HUMAN SERVICES DEPARTMENT –COMMUNITY  
TREATMENT CENTER DIVISION

**ISSUE/BACKGROUND INFORMATION:**

The CBRF unit at CTC is a 15 bed unit with high acuity clientele. Currently there are only 2 Nursing Assistants staffed on the night shift which is challenging. Adding an additional Nursing Assistant would help with client care and is completely covered through Medicare billing.

**ACTION REQUESTED:**

Add 1.0 Nursing Assistant.

**FISCAL IMPACT:**

*NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. What is the amount of the fiscal impact? \$0
2. Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)
  - a. If yes, in which account? \_\_\_\_\_
  - b. If no, how will the impact be funded? Medicare billing
  - c. If funding is from an external source, is it one-time ☐ or continuous? ☒
3. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

November 6, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2020  
BUDGET PROCESS IN THE HEALTH AND HUMAN SERVICES DEPARTMENT –  
COMMUNITY TREATMENT CENTER DIVISION TABLE OF ORGANIZATION**

**WHEREAS**, a table of organization request was submitted by the HHS-Community Treatment Center Department (“Department”) during the 2020 budget process; and

**WHEREAS**, the Department currently has been operating under a temporary DHS waiver for their occupational therapy department to not have an Occupational Therapist to develop treatment plans and therapy programming; and

**WHEREAS**, the department would like to directly employ an Occupational Therapist position as required under DHS Regulation 61.71, and to eliminate two positions in the unit that are currently assisting with the waiver requirements; and

**WHEREAS**, the department wishes to add a transportation aide to transport clients for both inpatient and outpatient services as currently nursing assistants have been working overtime to cover this need; and

**WHEREAS**, Human Resources, in conjunction with the Department, recommends the following changes to the Department’s table of organization: the deletion of one (1.0) Therapeutic Recreation Services Manager position, the deletion of one (1.0) Certified Occupational Therapy Assistant position, the addition of one (1.00) Registered Occupational Therapist position in pay grade 8 of the classification and compensation plan, and the addition of one (1.0) Transportation Aide-Nursing Assistant position in pay grade E of the classification and compensation plan.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors that the following changes to the Department’s table of organization, as described above and

4h

below in the Budget Impact section of this resolution, are hereby approved: Delete one (1.0) Therapeutic Recreation Services Manager position, delete one (1.0) Certified Occupational Therapy Assistant position, add one (1.0) Registered Occupational Therapist position in pay grade 8 of the classification and compensation plan, and add one (1.0) Transportation Aide-Nursing Assistant position in pay grade E of the classification and compensation plan, as requested through the 2020 budget process to be effective January 1, 2020.

**Budget Impact: HHS – Community Treatment Center**

Annual Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
<b>Therapeutic Recreation Services Manager</b> \$31.91/hr Position # 111.013.056 Hours: 2,096	1.0	Deletion	(\$66,883)	(\$29,500)	(\$96,383)
<b>Certified Occupational Therapy Assistant</b> \$18.00/hr Position # 110.013.056 Hours: 2,096	1.0	Deletion	(\$37,728)	(\$6,807)	(\$44,535)
<b>Registered Occupational Therapist</b> \$33.50/hr Position # 111.013.056 Hours: 2,096	1.0	Addition	\$70,216	\$30,102	\$100,318
<b>Transportation Aide-Nursing Assistant</b> \$16.19/hr Position # 110.013.056 Hours: 2,096	1.0	Addition	\$33,675	\$20,378	\$54,053
<b>Reduction in Overtime</b>					(\$18,700)
<b>Annualized Budget Impact (net impact of position changes)</b>					<b>(\$5,247)</b>

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The fiscal change of this resolution is reflected in the 2020 Proposed Budget.*

Respectfully submitted,  
HUMAN SERVICES COMMITTEE  
EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
TROY STRECKENBACH  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

4h

19-102R

Authored by Health and Human Services Department  
Final Draft Approved by Corporation Counsel's Office

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast \_\_\_\_\_

Motion:        Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

HUMAN RESOURCES

Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 8-6-19  
REQUEST TO: Human Services, Executive, and County Board  
MEETING DATE: 10/23/19, 10/28/19, 11/6/19, respectively  
REQUEST FROM: Erik Pritzl  
Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2020 BUDGET PROCESS IN THE HEALTH AND HUMAN SERVICES DEPARTMENT -COMMUNITY TREATMENT CENTER DIVISION

**ISSUE/BACKGROUND INFORMATION:**

The department wishes to employ an Occupational Therapist position directly instead of operating under the current DHS Waiver; they would also like to add a Transportation Aide.

**ACTION REQUESTED:**

Delete 1.0 Therapeutic Recreation Services Mgr, Delete 1.0 Certified Occupational Therapy Assistant, Add 1.0 Registered Occupational Therapist, Add 1.0 Transportation Aide

**FISCAL IMPACT:**

*NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. What is the amount of the fiscal impact? \$-8,149
2. Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)
  - a. If yes, in which account? \_\_\_\_\_
  - b. If no, how will the impact be funded? Reduction in Overtime
  - c. If funding is from an external source, is it one-time ☐ or continuous? ☒
3. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

4h

November 6, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2020  
BUDGET PROCESS IN THE HEALTH & HUMAN SERVICES DEPARTMENT-  
COMMUNITY SERVICES DIVISION TABLE OF ORGANIZATION**

**WHEREAS**, a table of organization request was submitted by the Health & Human Services Department-Community Services Division ("Department") during the 2020 budget process; and

**WHEREAS**, there are currently not enough positions in the Department's table of organization to meet mandated requirements for child protective services; and

**WHEREAS**, currently, staff turnover, high caseloads, increased intensity of cases and emergency removals of children from their homes have hampered the Department's ability to effectively provide child protective services; and

**WHEREAS**, the Department, in conjunction with Human Resources, has determined that deleting one (1.0) Social Worker Supervisor-CPS Lead position, and adding one (1.0) Coordinator position will be beneficial to unit operations; and

**WHEREAS**, Human Resources, in conjunction with the Department, recommends the following changes to the Department's table of organization: the deletion of one (1.0) Social Worker Supervisor (Child Protection Lead) position, and the addition of one (1.00) CPS Coordinator, four (1.0) Social Worker/Case Manager Positions, one (1.0) Clerk II Position, two (1.0) Social Worker/Case Manager-CPS Team Lead positions, two (1.0) Social Worker Supervisor positions and four (1.0) Social Services Aide I positions.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors that the following changes to the Department's table of organization, as described above and



below in the Budget Impact section of this resolution, are hereby approved: Delete one (1.0) Social Worker Supervisor (Child Protection Lead) position, and add one (1.00) CPS Coordinator, four (1.0) Social Worker/Case Manager Positions, one (1.0) Clerk II Position, two (1.0) Social Worker/Case Manager (CPS Team Lead) positions, two (1.0) Social Worker Supervisors positions, and four (1.0) Social Services Aide I positions, as requested through the 2020 budget process to be effective January 1, 2020.

**Budget Impact: Health & Human Services Department- Community Services Division**

Annual Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
<b>Social Worker Supervisor (Child Protection Lead)</b> \$34.70/hr Position # 110.010.076 Hours: 2,096	1.0	Deletion	(\$72,731)	(\$28,845)	(\$101,576)
<b>CPS Coordinator</b> \$36.83/hr Position 110.010.076 Hours: 2,096	1.0	Addition	\$77,196	\$29,532	\$106,728
<b>Social Worker/Case Manager</b> \$28.00/hr Position # 245.630.076, 246.630.076, 247.630.076 & 248.630.076 Hours: 1,965	4.0	Addition	\$220,080	\$91,676	\$311,756
<b>Clerk II</b> \$14.54/hr Position # 113.072.076 Hours: 1,965	1.0	Addition	\$28,571	\$18,717	\$47,288
<b>Social Worker/Case Manager (CPS Team Lead)</b> \$30.13/hr Position # 102.632.076 & 103.632.076 Hours: 1,965	2.0	Addition	\$118,414	\$47,150	\$165,564
<b>Social Worker Supervisor</b> \$34.50/hr Position # 134.010.076 & 135.010.076 Hours: 2,096	2.0	Addition	\$144,624	\$50,968	\$195,592
<b>Social Services Aide I</b> \$16.19/hr Position # 120.640.076, 121.640.076, 122.640.076 & 123.640.076 Hours: 1,965	4.0	Addition	\$127,260	\$76,880	\$204,140
<b>Add TS Equipment (Computer, Phone)</b>					\$31,458
<b>Monthly Cell Phone Expenses</b>					\$5,760
<b>DCF Child and Families Allocation</b>					(\$966,710)
<b>Annual Budget Impact</b>					<b>\$0</b>

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The fiscal change of this resolution is reflected in the 2020 Proposed Budget.*

Respectfully submitted,  
HUMAN SERVICES COMMITTEE  
EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
TROY STRECKENBACH  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

19-108R

Authored by Health & Human Services Department  
Final Draft Approved by Corporation Counsel's Office

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEESE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNER	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast \_\_\_\_\_

Motion: Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

HUMAN RESOURCES

Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 8/20/2019  
REQUEST TO: Human Services, Executive, and County Board  
MEETING DATE: 10/23/19, 10/28/19, 11/6/19, respectively  
REQUEST FROM: Erik Pritzl  
Director  
REQUEST TYPE: ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2020 BUDGET  
PROCESS IN THE HEALTH & HUMAN SERVICES DEPARTMENT- COMMUNITY SERVICES  
DIVISION TABLE OF ORGANIZATION

**ISSUE/BACKGROUND INFORMATION:**

Staff turnover, high caseloads, increased intensity of cases and emergency removals of children from their homes have hampered our ability to effectively provide child protective services. Failure to comply with mandates means that children are spending more time placed out of their homes and there is risk in missing safety concerns due to time constraints. Additional positions need to be added to the table of organization to assist with meeting mandated requirements.

**ACTION REQUESTED:**

Delete 1.0 Social Worker Supervisor (Child Protection Lead)  
Add 1.0 CPS Coordinator  
Add 4.0 Social Worker/ Case Manager Positions  
Add 1.0 Clerk II position  
Add 2.0 CPS Team Lead positions  
Add 2.0 Social Worker Supervisor positions  
Add 4.0 Social Services Aide I positions

**FISCAL IMPACT:**

*NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. What is the amount of the fiscal impact? \$0
2. Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)
  - a. If yes, in which account? \_\_\_\_\_
  - b. If no, how will the impact be funded? DCF Allocation
  - c. If funding is from an external source, is it one-time ☐ or continuous? ☒
3. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

November 6, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2020  
BUDGET PROCESS IN THE HEALTH & HUMAN SERVICES DEPARTMENT-  
COMMUNITY SERVICES DIVISION TABLE OF ORGANIZATION**

**WHEREAS**, a table of organization request was submitted by the Health & Human Services Department- Community Services Division ("Department") during the 2020 budget process; and

**WHEREAS**, the volume of clients under commitment has increased and there is a need to add a position to accommodate the significant numbers of clients under settlement agreements in order to increase the number of face to face contacts with clients when they are most vulnerable; and

**WHEREAS**, the Department, in conjunction with Human Resources, has determined that adding one 1.0 Social Worker/Case Manager will be beneficial; and

**WHEREAS**, Human Resources, in conjunction with the Department, recommends the following changes to the Department's table of organization: the addition of one (1.00) Social Worker/Case Manager position.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors that the following changes to the Department's table of organization, as described above and below in the Budget Impact section of this resolution, are hereby approved: add one (1.0) Social Worker/Case Manager position, as requested through the 2020 budget process to be effective January 1, 2020.

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**Budget Impact: Health & Human Services Department-Community Services Division**

<b>Annual Budget Impact</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
<b>Social Worker/Case Manager</b> \$28.00/hr Position # 251.530.076 Hours: 1,965	1.0	Addition	\$55,020	\$22,919	\$77,939
<b>Add TS Equipment (Computer, Phone)</b>					\$2,233
<b>Increase in Crisis and TCM Billing</b>					(\$40,086)
<b>Reduction of Purchases Services and Other Operating Expenses</b>					(\$40,086)
<b>Annual Budget Impact</b>					\$0

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The fiscal change of this resolution is reflected in the 2020 Proposed Budget.*

Respectfully submitted,  
HUMAN SERVICES COMMITTEE  
EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
TROY STRECKENBACH  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

19-109R

Authored by Health & Human Services Department  
Final Draft Approved by Corporation Counsel's Office

HUMAN RESOURCES

Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 8/22/2019  
REQUEST TO: Human Services, Executive, and County Board  
MEETING DATE: 10/23/19, 10/28/19, 11/6/19, respectively  
REQUEST FROM: Erik Pritzl  
Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2020 BUDGET  
PROCESS IN THE HEALTH & HUMAN SERVICES DEPARTMENT- COMMUNITY SERVICES  
DIVISION – TABLE OF ORGANIZATION

**ISSUE/BACKGROUND INFORMATION:**

The volume of clients under commitment has increased and there are significant numbers of clients under settlement agreements. We can increase the number of face to face contacts with clients when they are most vulnerable.

**ACTION REQUESTED:**

Add 1.0 Social Worker/Case Manager Position

**FISCAL IMPACT:**

*NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. What is the amount of the fiscal impact? \$0
2. Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)
  - a. If yes, in which account? \_\_\_\_\_
  - b. If no, how will the impact be funded? TCM/Crisis Billing
  - c. If funding is from an external source, is it one-time ☐ or continuous? ☒
3. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

November 6, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2020  
BUDGET PROCESS IN THE HEALTH & HUMAN SERVICES DEPARTMENT-  
COMMUNITY SERVICES DIVISION TABLE OF ORGANIZATION**

**WHEREAS**, a table of organization request was submitted by the Health & Human Services Department- Community Services Division ("Department") during the 2020 budget process; and

**WHEREAS**, adding a case manager would allow each specialty court to have a dedicated case manager working to address, meet and plan for the needs of the assigned participants; and

**WHEREAS**, each case manager acts as the central point of communication for all stakeholders; and

**WHEREAS**, the Department, in conjunction with Human Resources, has determined that adding a (1.0) Social Worker/Case Manager will be beneficial; and

**WHEREAS**, Human Resources, in conjunction with the Department, recommends the following changes to the Department's table of organization: the addition of one (1.0) Social Worker/Case Manager position.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors that the following changes to the Department's table of organization, as described above and below in the Budget Impact section of this resolution, are hereby approved: add one (1.0) Social Worker/Case Manager position, as requested through the 2020 budget process to be effective January 1, 2020.

**Budget Impact: Health & Human Services Department- Community Services Division**

<b>Annual Budget Impact</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
<b>Social Worker/Case Manager</b> \$28.00/hr Position # 249.630.076 Hours: 1,965	1.0	Addition	\$55,020	\$22,919	\$77,939
<b>Add TS Equipment (Computer, Phone)</b>					\$2,542
<b>Monthly Cellphone Charges</b>					\$480
<b>Reduction of Purchases Services and Other Operating Expenses</b>					(\$80,961)
<b>Annual Budget Impact</b>					\$0

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The fiscal change of this resolution is reflected in the 2020 Proposed Budget.*

Respectfully submitted,  
HUMAN SERVICES COMMITTEE  
EXECUTIVE COMMITTEE

Approved By:

---

TROY STRECKENBACH  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

19-110R

Authored by Health & Human Services Department  
Final Draft Approved by Corporation Counsel's Office

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HUMAN RESOURCES

Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 8/20/2019  
REQUEST TO: Human Services, Executive, and County Board  
MEETING DATE: 10/23/19, 10/28/19, 11/6/19, respectively  
REQUEST FROM: Erik Pritzl  
Director  
REQUEST TYPE: ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2020 BUDGET PROCESS IN THE HEALTH & HUMAN SERVICES DEPARTMENT- COMMUNITY SERVICES DIVISION – TABLE OF ORGANIZATION

**ISSUE/BACKGROUND INFORMATION:**

Adding a case manager would allow each specialty court to have a dedicated case manager working to address, meet and plan for the needs of the assigned participants. Each CM acts as the central point of communication for all stakeholders (Circuit Court, DA's Office, Public Defender, Probation and Parole and Law Enforcement) and is relied on to manage all incoming information.

**ACTION REQUESTED:**

Add 1.0 Social Worker/ Case Manager Position  
Add Equipment for new position

**FISCAL IMPACT:**

*NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. What is the amount of the fiscal impact? \$
2. Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)
  - a. If yes, in which account? \_\_\_\_\_
  - b. If no, how will the impact be funded?
  - c. If funding is from an external source, is it one-time ☐ or continuous? ☒
3. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

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November 6, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2020  
BUDGET PROCESS IN THE HEALTH & HUMAN SERVICES DEPARTMENT-  
COMMUNITY SERVICES DIVISION-TABLE OF ORGANIZATION**

**WHEREAS**, a table of organization request was submitted by the Health & Human Services Department- Community Services Division ("Department") during the 2020 budget process; and

**WHEREAS**, adding a case manager will create efficiencies as there will be less disruption in court, investigation and emergent service response capacity; and

**WHEREAS**, the volume and complexity of referrals coming in for assessment and/or investigation by Adult Protective Services staff has increased; and

**WHEREAS**, the Department, in conjunction with Human Resources, has determined that adding a Social Worker/Case Manager will be beneficial; and

**WHEREAS**, Human Resources, in conjunction with the Department, recommends the following changes to the Department's table of organization: the addition of one (1.0) Social Worker/Case Manager position.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors that the following changes to the Department's table of organization, as described above and below in the Budget Impact section of this resolution, are hereby approved: add one (1.0) Social Worker/Case Manager position, as requested through the 2020 budget process to be effective January 1, 2020.

**Budget Impact: Health & Human Services Department - Community Services Division**

<b>Annual Budget Impact</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
<b>Social Worker/Case Manager</b> \$28.00/hr Position # 250.630.076 Hours: 1,965	1.0	Addition	\$55,020	\$22,919	\$77,939
<b>Add TS Equipment (Computer, Phone)</b>					\$2,233
<b>Reduction of Purchases Services and Other Operating Expenses</b>					(\$80,172)
<b>Annual Budget Impact</b>					\$0

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The fiscal change of this resolution is reflected in the 2020 Proposed Budget.*

Respectfully submitted,  
HUMAN SERVICES COMMITTEE  
EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
TROY STRECKENBACH  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

19-111R

Authored by Health & Human Services Department  
Final Draft Approved by Corporation Counsel's Office

HUMAN RESOURCES

Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 8/20/2019  
REQUEST TO: Human Services, Executive, and County Board  
MEETING DATE: 10/23/19, 10/28/19, 11/6/19, respectively  
REQUEST FROM: Erik Pritzl  
Director  
REQUEST TYPE: ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2020 BUDGET  
PROCESS IN THE HEALTH & HUMAN SERVICES DEPARTMENT- COMMUNITY SERVICES  
DIVISION – TABLE OF ORGANIZATION

**ISSUE/BACKGROUND INFORMATION:**

The volume and complexity of referrals coming in for assessment and/or investigation by Adult Protective Services staff has increased. The rise in the number of referrals and the complexity of investigations stretches existing resources to a level that is not conducive to the maintenance of service quality and safety. Adding a SW/CM will create efficiencies as there will be less disruption in court, investigation and emergent service response capacity.

**ACTION REQUESTED:**

Add 1.0 Social Worker/ Case Manager Position  
Add Equipment for new position

**FISCAL IMPACT:**

*NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. What is the amount of the fiscal impact? \$
2. Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)
  - a. If yes, in which account? \_\_\_\_\_
  - b. If no, how will the impact be funded?
  - c. If funding is from an external source, is it one-time ☐ or continuous? ☒
3. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

November 6, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2020  
BUDGET PROCESS IN THE HEALTH & HUMAN SERVICES DEPARTMENT-  
COMMUNITY SERVICES DIVISION TABLE OF ORGANIZATION**

**WHEREAS**, a table of organization request was submitted by the Health & Human Services Department - Community Services Division ("Department") during the 2020 budget process; and

**WHEREAS**, there will be a vacancy of a (1.0) Staff Psychologist position in the Children and Adolescent Behavioral Health unit; and

**WHEREAS**, this position provides services to children, adolescent and their families referred by Juvenile Justice, Child Protective Services and those under Chapter 51 commitments; and

**WHEREAS**, the Department, in conjunction with Human Resources, has determined that deleting the Staff Psychologist position, and adding a Behavioral Health Clinician, will be beneficial for the unit; and

**WHEREAS**, Human Resources, in conjunction with the Department, recommends the following changes to the Department's table of organization: the deletion of one (1.0) Staff Psychologist position, and the addition of one (1.0) Behavioral Health Clinician position.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors that the following changes to the Department's table of organization, as described above and below in the Budget Impact section of this resolution, are hereby approved: the deletion of one (1.0) Staff Psychologist position, and the addition of one (1.0) Behavioral Health Clinician position, as requested through the 2020 budget process to be effective January 1, 2020.

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**Budget Impact: Health & Human Services Department-Community Services Division**

<b>Annual Budget Impact</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
<b>Staff Psychologist</b> \$35.27/hr Position # 105.530.076 Hours: 1,965	1.0	Deletion	(\$69,307)	(\$30,755)	(\$100,062)
<b>Behavioral Health Clinician</b> \$31.35/hr Position # 105.530.076 Hours: 1,965	1.0	Addition	\$61,604	\$25,631	\$87,325
<b>Annual Budget Impact</b>					(\$12,827)

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The fiscal change of this resolution is reflected in the 2020 Proposed Budget.*

Respectfully submitted,  
HUMAN SERVICES COMMITTEE  
EXECUTIVE COMMITTEE

Approved By:

---

TROY STRECKENBACH  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

19-113R

Authored by Health & Human Services Department  
Final Draft Approved by Corporation Counsel's Office

4 m

HUMAN RESOURCES

Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 9/3/2019  
REQUEST TO: Human Services, Executive, and County Board  
MEETING DATE: 10/23/19, 10/28/19, 11/6/19, respectively  
REQUEST FROM: Erik Pritzl  
Director  
REQUEST TYPE: ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2020 BUDGET  
PROCESS IN THE HEALTH & HUMAN SERVICES DEPARTMENT- COMMUNITY SERVICES  
DIVISION – TABLE OF ORGANIZATION

**ISSUE/BACKGROUND INFORMATION:**

The current caseload necessitates a BH Clinician to service the existing cases that the current Staff Psychologist manages. We are unable to absorb this caseload with the existing staff in CABHU. This BH Clinician position will provide services to children, adolescents, and their families referred by Juvenile Justice, Child Protective Services, and under Chapter 51 commitments who are impacted by mental health concerns, substance abuse, and/or other behavioral health issues. This position will also assist with CST facilitation and care coordination.

**ACTION REQUESTED:**

Request to eliminate Staff Psychologist and add 1 Behavioral Health (BH) Clinician to the Child and Adolescent Behavioral Health Unit (CABHU)

**FISCAL IMPACT:**

*NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. What is the amount of the fiscal impact? \$
2. Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)
  - a. If yes, in which account? \_\_\_\_\_
  - b. If no, how will the impact be funded?
  - c. If funding is from an external source, is it one-time ☐ or continuous? ☒
3. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

November 6, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2020  
BUDGET PROCESS IN THE HEALTH & HUMAN SERVICES DEPARTMENT-  
COMMUNITY SERVICES DIVISION TABLE OF ORGANIZATION**

**WHEREAS**, a table of organization request was submitted by the Health & Human Services Department - Community Services Division ("Department") during the 2020 budget process; and

**WHEREAS**, turnover issues in the department warrant the establishment of pay tiers in order to allow for pay progression based on service and performance; and

**WHEREAS**, Human Resources, in conjunction with the Department, recommends the following changes to the Department's table of organization: the deletion of fifty-three (1.0) Economic Support Specialist positions at various pay rates in pay grade G of the classification and compensation plan, and the addition of fifty-three (1.0) Economic Support Specialists positions at three tiered rates in pay grade G of the classification and compensation plan.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors that the following changes to the Department's table of organization, as described above and below in the Budget Impact section of this resolution, are hereby approved: the deletion of fifty-three (1.0) Economic Support Specialist positions at various pay rates in pay grade G of the classification and compensation plan, and the addition of fifty-three (1.0) Economic Support Specialist positions at three tiered rates in pay grade G of the classification and compensation plan, as requested through the 2020 budget process to be effective January 1, 2020.



**Budget Impact: Health & Human Services Department- Community Services Division**

<b>Annual Budget Impact</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
<b>Economic Support Specialist</b> \$21.78/hr Position # 108.401.076 Hours: 1,965	1.0	Deletion	(\$42,798)	(\$24,314)	(\$67,112)
<b>Economic Support Specialist</b> \$21.68/hr Position # 101.400.076 Hours: 1,965	1.0	Deletion	(\$42,601)	(\$23,940)	(\$66,541)
<b>Economic Support Specialist</b> \$21.43/hr Position # Multiple Hours: 1,965	5.0	Deletion	(\$210,555)	(\$89,074)	(\$299,629)
<b>Economic Support Specialist</b> \$20.47/hr Position # 108.640.076 Hours: 1,965	1.0	Deletion	(\$40,225)	(\$24,013)	(\$64,238)
<b>Economic Support Specialist</b> \$20.40/hr Position # 106.640.076 Hours: 1,965	1.0	Deletion	(\$40,086)	(\$23,551)	(\$63,637)
<b>Economic Support Specialist</b> \$20.30/hr Position # 110.401.076 Hours: 1,965	1.0	Deletion	(\$39,890)	(\$24,075)	(\$63,965)
<b>Economic Support Specialist</b> \$20.10/hr Position # Multiple Hours: 1,965	8.0	Deletion	(\$315,976)	(\$162,143)	(\$478,119)
<b>Economic Support Specialist</b> \$20.08/hr Position # Multiple Hours: 1,965	25.0	Deletion	(\$986,425)	(\$441,521)	(\$1,427,946)
<b>Economic Support Specialist</b> \$19.25/hr Position # Multiple Hours: 1,965	10.0	Deletion	(\$378,280)	(\$153,705)	(\$531,985)
<b>Economic Support Specialist (Tier I)</b> \$20.08/hr Position # Multiple Hours: 1,965	27.0	Addition	\$1,065,339	\$472,088	\$1,537,427
<b>Economic Support Specialist (Tier II)</b> \$20.77/hr Position # Multiple Hours: 1,965	19.0	Addition	\$775,466	\$398,168	\$1,173,634
<b>Economic Support Specialist (Tier III)</b> \$22.30/hr Position # Multiple Hours: 1,965	7.0	Addition	\$306,740	\$121,617	\$428,357
<b>Annual Budget Impact</b>					<b>\$76,247</b>

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The fiscal change of this resolution is reflected in the 2020 Proposed Budget.*

Respectfully submitted,  
HUMAN SERVICES COMMITTEE  
EXECUTIVE COMMITTEE

14 n

Approved By:

\_\_\_\_\_  
TROY STRECKENBACH  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

19-114R

Authored by Health & Human Services Department  
Final Draft Approved by Corporation Counsel's Office

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast \_\_\_\_\_

Motion: Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

HUMAN RESOURCES

Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 9/3/2019  
REQUEST TO: Human Services, Executive, and County Board  
MEETING DATE: 10/23/19, 10/28/19, 11/6/19, respectively  
REQUEST FROM: Erik Pritzl  
Director  
REQUEST TYPE: ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2020 BUDGET  
PROCESS IN THE HEALTH & HUMAN SERVICES DEPARTMENT- COMMUNITY SERVICES  
DIVISION TABLE OF ORGANIZATION

**ISSUE/BACKGROUND INFORMATION:**

Turnover issues in the department warrant the establishment of pay tiers in order to allow for pay progression based on service and performance.

**ACTION REQUESTED:**

Request to add tiers for Economic Support Specialists

**FISCAL IMPACT:**

*NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. What is the amount of the fiscal impact? \$76,247
2. Is it currently budgeted? ☒ Yes ☐ No ☐ N/A (if \$0 fiscal impact)
  - a. If yes, in which account? 201.076.130.134
  - b. If no, how will the impact be funded?
  - c. If funding is from an external source, is it one-time ☐ or continuous? ☒
3. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

November 6, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2020  
BUDGET PROCESS IN THE HEALTH & HUMAN SERVICES DEPARTMENT-  
COMMUNITY SERVICES DIVISION TABLE OF ORGANIZATION**

**WHEREAS**, a table of organization request was submitted by the Health & Human Services Department- Community Services Division ("Department") during the 2020 budget process; and

**WHEREAS**, compression and turnover issues in the department warrant the establishment of pay tiers in order to allow for pay progression based on service and performance; and

**WHEREAS**, Human Resources, in conjunction with the Department, recommends the following changes to the Department's table of organization: the deletion of six (1.0) Economic Support Supervisor positions at various pay rates in pay grade 7 of the classification and compensation plan, and the addition of six (1.0) Economic Support Supervisor positions at three tiered rates in pay grade 7 of the classification and compensation plan.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors that the following changes to the Department's table of organization, as described above and below in the Budget Impact section of this resolution, are hereby approved: the deletion of six (1.0) Economic Support Supervisor positions at various pay rates in pay grade 7 of the classification and compensation plan, and the addition of six (1.0) Economic Support Supervisor positions at three tiered rates in pay grade 7 of the classification and compensation plan, as requested through the 2020 budget process to be effective January 1, 2020.

**Budget Impact: Health & Human Services Department-Community Services Division**

<b>Annual Budget Impact</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
<b>Economic Support Supervisor</b> \$27.68/hr Position # 116.010.076 Hours: 2,096	1.0	Deletion	(\$58,017)	(\$26,683)	(\$84,700)
<b>Economic Support Supervisor</b> \$26.37/hr Position # 115.010.076 Hours: 2,096	1.0	Deletion	(\$55,272)	(\$26,159)	(\$81,431)
<b>Economic Support Supervisor</b> \$26.37/hr Position # 117.010.076 Hours: 2,096	1.0	Deletion	(\$55,272)	(\$26,539)	(\$81,811)
<b>Economic Support Supervisor</b> \$26.37/hr Position # 127.010.076 Hours: 2,096	1.0	Deletion	(\$55,272)	(\$25,161)	(\$80,433)
<b>Economic Support Supervisor</b> \$26.37/hr Position # 129.010.076 Hours: 2,096	1.0	Deletion	(\$55,272)	(\$26,154)	(\$81,426)
<b>Economic Support Supervisor</b> \$25.04/hr Position # 501.010.076 Hours: 2,096	1.0	Deletion	(\$52,484)	(\$26,010)	(\$78,494)
<b>Economic Support Supervisor (Tier I)</b> \$26.25/hr Position # 129.010.076 & 501.010.076 Hours: 2,096	2.0	Addition	\$110,040	\$52,516	\$162,556
<b>Economic Support Supervisor (Tier II)</b> \$27.47/hr Position # 117.010.076 & 127.010.076 Hours: 2,096	2.0	Addition	\$115,154	\$52,408	\$167,562
<b>Economic Support Supervisor (Tier III)</b> \$30.08/hr Position # 115.010.076 & 116.010.076 Hours: 2,096	2.0	Addition	\$126,096	\$54,812	\$180,908
<b>Annual Budget Impact</b>					<b>\$22,733</b>

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The fiscal change of this resolution is reflected in the 2020 Proposed Budget.*

Respectfully submitted,  
HUMAN SERVICES COMMITTEE  
EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
TROY STRECKENBACH  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

19-115R

Authored by Health & Human Services Department  
Final Draft Approved by Corporation Counsel's Office

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast \_\_\_\_\_

Motion: Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

HUMAN RESOURCES

Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 9/3/2019  
REQUEST TO: Human Services, Executive, and County Board  
MEETING DATE: 10/23/19, 10/28/19, 11/6/19, respectively  
REQUEST FROM: Erik Pritzl  
Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2020 BUDGET  
PROCESS IN THE HEALTH & HUMAN SERVICES DEPARTMENT- COMMUNITY SERVICES  
DIVISION – TABLE OF ORGANIZATION

**ISSUE/BACKGROUND INFORMATION:**

Compression and Turnover issues in the department warrant the establishment of pay tiers in order to allow for pay progression based on service and performance.

**ACTION REQUESTED:**

Request to add tiers for Economic Support Supervisors

**FISCAL IMPACT:**

*NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. What is the amount of the fiscal impact? \$22,733
2. Is it currently budgeted? ☒ Yes ☐ No ☐ N/A (if \$0 fiscal impact)
  - a. If yes, in which account? 201.076.130.134
  - b. If no, how will the impact be funded?
  - c. If funding is from an external source, is it one-time ☐ or continuous? ☒
3. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

**\*\*THIS RESOLUTION WAS ON THE 09/25/19 HUMAN SERVICES, 10/07/19 EXECUTIVE AND 10/16/19 COUNTY BOARD AGENDAS FOR APPROVAL, BUT THE REQUEST WAS RECEIVED AFTER THE 2020 BUDGET DEADLINE - SEE PAGE 3 FOR NECESSARY BUDGET LINE ITEM CHANGES ON 11/06/19\*\***

November 6, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING TABLE OF ORGANIZATION CHANGE  
FOR THE HEALTH AND HUMAN SERVICES DEPARTMENT–COMMUNITY  
SERVICES DIVISION - YOUTH SUPPORT SPECIALIST**

**WHEREAS**, there is currently a (0.40) Youth Support Specialist position that is vacant in the Health and Human Services Department–Community Services Division’s (“Department”) table of organization; and

**WHEREAS**, the position is difficult to fill currently since it requires coverage for every weekend and splitting into two positions will allow two individuals to each work every other weekend; and

**WHEREAS**, Human Resources, in conjunction with the Department, recommends the following changes to the Department’s table of organization: the deletion of (0.40) FTE Youth Support Specialist position in pay grade F of the Classification and Compensation Plan and the addition of two (0.20) Youth Support Specialist positions in pay grade F of the Classification and Compensation Plan.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors, the following changes to the Department’s table of organization are hereby approved: The deletion of (0.40) FTE Youth Support Specialist position in pay grade F of the Classification and Compensation Plan and the addition of two (0.20) Youth Support Specialist positions in pay grade F of the Classification and Compensation Plan.



**Budget Impact: Health & Human Services-Community Services**

<b>Annual Budget Impact (2020)</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
<b>Youth Support Specialist</b> \$20.35/hr Position # 111.650.076 Hours: 832	0.4	Deletion	(\$16,931)	(\$1,632)	(\$18,563)
<b>Youth Support Specialist</b> \$19.90/hr Position # 111.650.076 Hours: 416	0.2	Addition	\$8,278	\$798	\$9,076
<b>Youth Support Specialist</b> \$19.90/hr Position # TBD Hours: 416	0.2	Addition	\$8,278	\$798	\$9,076
<b>Annual Budget Impact</b>					<b>(\$411)</b>

<b>Partial Budget Impact (11-1-19 to 12-31-19)</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
<b>Youth Support Specialist</b> \$20.35/hr Position # 111.650.076 Hours: 832	0.4	Deletion	(\$2,822)	(\$272)	(\$3,094)
<b>Youth Support Specialist</b> \$19.90/hr Position # 111.650.076 Hours: 416	0.2	Addition	\$1,380	\$133	\$1,513
<b>Youth Support Specialist</b> \$19.90/hr Position # TBD Hours: 416	0.2	Addition	\$1,380	\$133	\$1,513
<b>Partial Budget Impact</b>					<b>(\$68)</b>

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The proposed resolution is anticipated to result in a personnel savings.*

Respectfully submitted,  
HUMAN SERVICES COMMITTEE  
EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
TROY STRECKENBACH  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

19-121R  
Authored by Health and Human Services Department  
Final Draft Approved by Corporation Counsel's Office

**HEALTH & HUMAN SERVICES - COMMUNITY SERVICES 2020 BUDGET**  
**Revision request related to TO Change Resolution**

Account Number	Account Description	2020 Executive	Revised 2020 Executive	Net Change
<b><i>Fund: 201 - Community Services</i></b>				
<b><u>EXPENSES</u></b>				
5100	Regular earnings	16,452,571	16,452,196	(375)
5110.100	Fringe benefits FICA	1,253,543	1,253,513	(30)
5110.240	Fringe benefits Workers Comp insurance	72,645	72,639	(6)
<b>EXPENSES TOTAL</b>		<b>53,920,193</b>	<b>53,919,782</b>	<b>(411)</b>
<b>REVENUE GRAND TOTALS:</b>		<b>53,920,193</b>	<b>53,920,193</b>	
<b>EXPENSE GRAND TOTALS:</b>		<b>53,920,193</b>	<b>53,919,782</b>	
<b>NET GRAND TOTALS:</b>		<b>-</b>	<b>411</b>	

**BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_**

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEESE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast \_\_\_\_\_

Motion: Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

HEALTH & HUMAN SERVICES

Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 9-13-19  
REQUEST TO: Human Services, Executive, and County Board  
MEETING DATE: 9-25-19; 10-7-19; 10-16-19  
REQUEST FROM: Erik Pritzl  
Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION REGARDING TABLE OF ORGANIZATION CHANGE FOR THE HEALTH AND HUMAN SERVICES DEPARTMENT- COMMUNITY SERVICES DIVISION YOUTH SUPPORT SPECIALIST

**ISSUE/BACKGROUND INFORMATION:**

The Department is requesting to move the .4 shelter care position (weekends) to two .2 positions as it has been difficult to retain staff in this position, having to work every weekend. It is easier to have staff work every other weekend. These positions are staffed with people who have full time jobs during the week, usually teachers.

**ACTION REQUESTED:**

Delete the .4 FTE Youth Support Specialist position and create two (0.2) Youth Support Specialist positions.

**FISCAL IMPACT:**

*NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. What is the amount of the fiscal impact? \$
2. Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)
  - a. If yes, in which account?
  - b. If no, how will the impact be funded?
  - c. If funding is from an external source, is it one-time ☐ or continuous? ☐
3. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

**HEALTH & HUMAN SERVICES - COMMUNITY SERVICES 2020 BUDGET**  
**Revision request related to TO Change Resolution**

Account Number	Account Description	2020 Executive	Revised 2020 Executive	Net Change
<b><i>Fund: 201 - Community Services</i></b>				
<b><u>EXPENSES</u></b>				
5100	Regular earnings	16,452,571	16,452,196	(375)
5110.100	Fringe benefits FICA	1,253,543	1,253,513	(30)
5110.240	Fringe benefits Workers Comp insurance	72,645	72,639	(6)
<b>EXPENSES TOTAL</b>		<b>53,920,193</b>	<b>53,919,782</b>	<b>(411)</b>
<b>REVENUE GRAND TOTALS:</b>		<b>53,920,193</b>	<b>53,920,193</b>	
<b>EXPENSE GRAND TOTALS:</b>		<b>53,920,193</b>	<b>53,919,782</b>	
<b>NET GRAND TOTALS:</b>		<b>-</b>	<b>411</b>	

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER BOARD OF  
DIRECTOR'S MEETING**

**JULY 11, 2019**

**PRESENT:** Randy Johnson, Bev Bartlett, Mary Johnson, Linda Mamrosh, Debi Lundberg, Megan Borchardt, Mary Derginer, Eileen Littig

**ABSENT:** Arlie Doxtater, Amy Payne

**EXCUSED:** Tom Smith, Dennis Rader, Sam Warpinski

**ALSO PRESENT:** Debra Bowers, Kristin Willems, Devon Christianson, Christel Giesen

Chairperson Johnson called the meeting to order at 9:31 a.m.

**PLEDGE OF ALLEGIANCE**

**INTRODUCTIONS:**

**ADOPTION OF THE AGENDA:**

Ms. Littig/Ms. Lundberg moved to adopt the agenda. **MOTION CARRIED.**

**APPROVAL OF THE MINUTES OF MEETING OF May 23, 2019:**

Supervisor Borchardt/Ms. Lundberg moved to approve the amended minutes of the regular meeting of May 23, 2019. **MOTION CARRIED.**

**COMMENTS FROM THE PUBLIC:** None

**FINANCE REPORT:**

**A. REVIEW AND APPROVAL OF PRELIMINARY JUNE, 2019 FINANCE REPORT:**

Ms. Bowers reviewed the June 2019 Finance Summary.

Ms. Derginer/Ms. Bartlett moved to approve the June 2019 finance report. **MOTION CARRIED.**

**REPORT OF THE EXECUTIVE & FINANCE COMMITTEE & NOMINATIONS & HR COMMITTEE:**

**A. ADRC 2020 BUDGET REVIEW & APPROVAL:**

Mr. Johnson explained that the Executive & Finance Committee reviewed and approved the 2020 preliminary budget. He noted, however, many line items are estimates as revenues from other sources are still outstanding.

Ms. Christianson referred to the ADRC Budget 2020 PowerPoint to demonstrate initiatives and direction for 2020 and beyond. Ms. Christianson shared the most current information known regarding funding and shared that she is presenting the budget as approved by the Executive Committee for 2020 to the Board of Directors for approval.

Ms. Johnson/Ms. Lundberg moved to approve the preliminary 2020 budget. **MOTION CARRIED.**

Chairperson Johnson suggested that at the August Board meeting an agenda item be added to gather interested board members to volunteer to be the "ear" in the community on various topics where they may have a particular passion, then report their findings to the board. This would

assist the ADRC by providing possible signals that would be helpful in the coming futuring initiatives.

**B. ADRC SLATE OF OFFICERS & COMMITTEE APPOINTMENT APPROVAL 2019-2020:**

Chairperson Johnson shared the proposed slate of officers for the 2019/2020 calendar year that was approved at the combined Executive & Finance and HR & Nominations Committee meeting:

**SLATE OF OFFICERS:**

Mr. Johnson ADRC Board Chairperson  
Ms. Bartlett ADRC Vice Chairperson  
Ms. Johnson ADRC Secretary

**HR & NOMINATIONS COMMITTEE:**

Dennis Rader

HR & Nominations Committee/Supervisor Borchardt moved to approve the ADRC Board Slate of Officers & Committee Appointments as presented for 2019-2020.

**C. ADRC NEW BOARD MEMBER APPROVAL:**

Ms. Christianson explained that Bob Johnson is interested in the open ADRC Board of Directors position. Ms. Christianson is anticipating his application submission soon, but has not received it yet.

HR & Nominations Committee/Ms. Littig moved to approve Mr. Johnson to the ADRC Board of Directors. **MOTION CARRIED.**

**DIRECTOR'S REPORT:**

**A. PROGRAM INCOME DISCUSSION:**

Ms. Christianson shared that in 2019 the ADRC was named a beneficiary for a legacy-giving donation. Ms. Christianson explained that the ADRC of Brown County is the only non-profit ADRC in the state. In addition, the ADRC is one of only six aging units in the state that are non-profit. This provides some challenge to GWAAR when providing information/guidance around legacy giving donations. As a result, the ADRC engaged GWAAR, the ADRC auditor, and the State Department of Health Services (DHS) to get clarification regarding whether legacy giving donations would be considered to be program income. If legacy donations were deemed program income, then the ADRC would need to use these dollars before any government grants or funding would be used. The ADRC auditor responded that, in their opinion, a legacy donation would not be considered program income. Ms. Christianson also engaged GWAAR and the ADRC auditor for consensus. Ms. Christianson is able to report that she has been informed by the state that unrestricted donations that are not received directly in exchange for programs or services would not be considered as Program Income.

**B. NFCSP/AFCSP WAIT LIST POLICY:**

Ms. Giesen referred to the AFCSP/NFCSP Wait List Policy handout. Ms. Giesen explained the need for this policy as it outlines the procedure of the ADRC related to the management of a waiting list of qualified applicants for AFCSP/NFCSP funding. The establishment of guidelines to manage the wait list policy will assure consistency and fairness for customers.

Ms. Bartlett/Ms. Johnson moved to approve the NFCSP/AFCSP Wait List Policy as presented. **MOTION CARRIED.**

**LEGISLATIVE UPDATES:**

Ms. Giesen shared an Advocacy Brief handout from GWAAR and went over highlights.

**ANNOUNCEMENTS:**

Supervisor Borchardt shared the Wildlife Sanctuary will be honoring Pat Finder-Stone sometime in mid-August. There will be a memorial located in the front entryway of their new building. The ADRC Board of Directors is invited to attend the event.

Ms. Christianson shared that the ADRC 200<sup>th</sup> Anniversary display that was located at the Neville Museum will be on display at Austin Straubel Airport.

**NEXT MEETING** – The next meeting will be August 22<sup>nd</sup>, 2019 at 8:30 a.m. at the ADRC.

**ADJOURN:**

Ms. Johnson/Ms. Littig moved to adjourn the meeting. **MOTION CARRIED.**

The meeting adjourned at 11:30 a.m.

Respectfully submitted,

Kristin Willems,  
Administrative Services Coordinator

2a

PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Tuesday, August 20, 2019

Board Members Present: B. Clancy, J. Wieland, K. Lukens, A. Tran, S. King (via phone)

Board Members Excused: J. Mitchell, L. Franke

Others Present: K. Pahlow, A. Nizzia, S. Johnson, C. Maricque, N. Kohls, J. Titera

1. Action Item: Call to Order  
B. Clancy called the meeting to order at 3:30 PM.
2. Open Forum - None
3. Action Item: Approval of July 16, 2019 Minutes  
**Motion made by J. Wieland, seconded by K. Lukens, that the minutes from the July 16, 2019 Board meeting be approved. MOTION CARRIED UNANIMOUSLY.**
4. Action Item: Approval of Agenda  
**Motion made by J. Wieland, seconded by K. Lukens, that the agenda for today's meeting be approved. MOTION CARRIED UNANIMOUSLY.**
5. Action Item: Donations  
A. Nizzia highlighted a donation made by a past BCCDEB President.  
**Motion made by J. Wieland, seconded by K. Lukens, that this month's donations be approved. MOTION CARRIED UNANIMOUSLY.**
6. Action Item: Payment of Bills  
Payments for July 1, 2019 to July 31, 2019 were reviewed and discussed. Larger expenses reflect the annual subscriptions/renewals that are due at the beginning of the school year (OASIS, IC).  
**Motion made by K. Lukens, seconded by J. Wieland, that the payment of the bills be approved. MOTION CARRIED UNANIMOUSLY.**
7. Action Item: Approval of Policy Change – First Reading  
A discussion was held with no corrections.  
**Motion made by J. Wieland, seconded by K. Lukens that the changes in Policy 3.09 – Leaves of Absence, regarding Sick Days, Casual Days and Bereavement be approved. This policy will be brought back to the next meeting for a second reading.**
8. Action: Resignations  
**Motion made by K. Lukens, seconded by J. Wieland that the Board approve the resignation of Marissa Hohol, Instructional Aide.**
9. Action: Hiring  
**Motion made by J. Wieland, seconded by K. Lukens, that the Board approve the hiring of Helen Fiel, Kristina Williams and Julie Peterson as BCCDEB Instructional Aides. MOTION CARRIED UNANIMOUSLY.**
10. Discussion Item: Administrator's Report  
Sarah Johnson – Camp SOAR went very well. Did receive feedback from staff and parents through a feedback survey and will consider some changes to improve next year's program. Sarah also visited other programs that our students attend during the summer months to learn more about their programming.

Infinite Campus (IC) online registration will be coming soon. Meetings were held for the final setup steps so it is ready for the parent meeting next week.

Abbie Nizzia – As of today, all staffing positions are full for the upcoming school year.

2b



August 20, 2019

Some staff have already been in the building getting their rooms ready. We are looking forward to a good year. Preparations are underway for staff meetings all next week.

Carolyn Maricque – Time & Attendance through Frontline is an hourly employee check in/check out system that will be in place this fall. Hourly staff will be able to access this system via a computer, kiosk or phone app.

Kim Pahlow – The parent survey is ready to go out with a deadline of September 23. We are hoping for results by the October Board meeting. The building is shaping up for the first day of school.

11. Discussion Item: Parent Organization Report

A. Nizzia reported that the PO raised over \$25,000 at the 26<sup>th</sup> Annual Golf Outing. Next year the golf outing will be July 11, 2020. Key parents are continuing to meet and made up a calendar of events for the whole school year. They are planning on a Volunteer Kick Off at the parent meeting next week.

12. Executive Session: The Board will move to executive session as allowed by Wisconsin Statute stats 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

**Motion made by J. Wieland, seconded by K. Lukens, that the Board move into Executive Session at 4:59 PM. MOTION CARRIED UNANIMOUSLY.**

Board returned to open session at 4:10PM.

13. Action Item: Support Staff Compensation

**Motion made by K. Lukens, seconded by J. Wieland, that the Board approve a 2.25% increase for BCCDEB Support Staff and the recommended individual salary adjustments.**

14. Action Item: Administrative Compensation

**Motion made by J. Wieland, seconded by K. Lukens, that the Board approve a 2.25% increase for BCCDEB administration.**

15. Action Item: Adjournment

**Motion made by J. Wieland, seconded by K. Lukens, to adjourn the August 20, 2019 Brown County Children with Disabilities Board meeting at 4:16 PM. MOTION CARRIED UNANIMOUSLY.**

**PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:**

A regular meeting was held on: Tuesday, September 17, 2019

Board Members Present: S. King, B. Clancy, J. Jansch, K. Lukens, J. Mitchell, J. Wieland, A. Tran

Board Members Excused: L. Franke

Others Present: K. Pahlow, A. Nizzia, S. Johnson, C. Maricque, N. Kohls, J. Titera, L. Larson, C. Jensky, R. Sagrillo

1. Action Item: Call to Order  
S. King called the meeting to order at 3:31PM.
2. Open Forum - None
3. Action Item: Approval of August 20, 2019 Minutes  
**Motion made by J. Wieland, seconded by J. Mitchell, that the minutes from the August 20, 2019 Board meeting be approved. MOTION CARRIED UNANIMOUSLY.**
4. Action Item: Approval of Agenda  
**Motion made by J. Wieland, seconded by J. Jansch, that the agenda for today's meeting be approved. MOTION CARRIED UNANIMOUSLY.**
5. Action Item: Donations  
K. Pahlow highlighted the donations from the De Pere Men's Club and Wayside Morrison Lions Club who give annually.  
**Motion made by K. Lukens, seconded by J. Mitchell, that this month's donations be approved. MOTION CARRIED UNANIMOUSLY.**
6. Action Item: Payment of Bills  
August bills were reviewed. Three more security cameras were installed with savings from the security grant. Higher expenses included the annual service agreement with Infinite Campus and Johnson Control for the new PA system.  
**Motion made by J. Wieland, seconded by J. Jansch, that the payment of the bills be approved. MOTION CARRIED UNANIMOUSLY.**
7. Action Item: Financial Report  
The June financial statements were reviewed. Revenues are higher due to interest trending higher than expected, savings with the security grant and the CDEB aid came in higher than expected. A detail of this revenue will be coming to show how this number is calculated. Savings in aide/teacher vacancies, leaves and resignations and health benefits will offset general fund overages.  
  
**Motion made by J. Jansch, seconded by J. Wieland, that the financial report be accepted. MOTION CARRIED UNANIMOUSLY.**
8. Action Item: General Fund Transfer to Special Education Fund  
Per DPI, the Special Education Fund (Fund 27) must have a zero fund balance and the Food Service Fund (Fund 50) cannot have a negative fund balance at the end of the school year. Many of our revenues need to be recorded to Fund 10 and not directly to either Funds 27 or 50 which then requires a transfer at the end of the school year.  
**Motion made by K. Lukens, seconded by J. Wieland, that the transfer of**

September 17, 2019

**\$2,073.805.85 from BCCDEB's General Fund to BCCDEB's Special Revenue fund to cover the Special Revenue fund negative balance be approved.**

9. Action Item: Approval of Policy Change – Second Reading

New changes will reflect 2 sick days, 8 casual days and in-laws will be incorporated into the immediate family wording.

**Motion made by J. Wieland, seconded by J. Jansch, that the changes in Policy 3.09 – Leaves of Absence, regarding Sick Days, Casual Days and Bereavement be approved.**

10. Discussion Item: Administrator's Report

S. Johnson – Online Registration through Infinite Campus has been launched. It has been a group effort to pull it all together.

Speech therapists will have a professional development opportunity in assistant technology and our physical therapists will be attending a class on neuroplasticity.

A. Nizzia – Connie Persike will be at Hopp on September 20th for a staff professional development day. Connie Persike, M.S., CCC/SLP, is a highly experienced Speech Language Pathologist and Educational Consultant. Connie will focus on ways to help students increase their independence and improve their communication, social-emotional, self-regulation, academic, and adaptive skills. She will also be here to work with students and develop functional plans for students two times during the school year.

25 students will be using the new curriculum materials through TeachTown. We will continue to use the Edmark system as well.

Play 60 was here last week. Packer players Corey Linsley and Blake Martinez were also here for a fun afternoon with the students.

C. Maricque – Auditors from Clifton Larson Allen LLP (CLA) were here. No financial adjustments were needed.

Time and Attendance is up and running. Staff are getting used to checking in and out.

K. Pahlow - A mandatory parent meeting was held on August 29<sup>th</sup>. Well attended. Good feedback and interaction amongst the parents. Topics included online registration, safety and security, social media and the parent survey.

Thank you to the Board for the wonderful breakfast for the staff on August 28<sup>th</sup>.

Thank you to the staff and administrative team for a great start of the year.

11. Discussion Item: Parent Organization Report

The Parent Organization held a meeting last Thursday. Nine parents plus the board members were in attendance. Parents are planning to alternate monthly meetings with monthly activities. Their first activity will be a movie at school on Saturday, September 28<sup>th</sup>. Two active parents from the Winter Blast committee spoke at Wednesday's staff meeting encouraging them to attend.

September 17, 2019

12. Executive Session: The Board will move to executive session as allowed by Wisconsin Statute stats 19.85(1)(e) Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting of other specified public business, whenever competitive or bargaining reasons require a closed session at 3:55 PM.

**Motion made by B. Clancy, seconded by K. Lukens, that the Board move into Executive Session. MOTION CARRIED UNANIMOUSLY.**

Board returned to open session at 4:20 PM.

13. Action Item: Adjournment

**Motion made by J. Wieland, seconded by J. Jansch, to adjourn the August 20, 2019 Brown County Children with Disabilities Board meeting at 4:20 PM. MOTION CARRIED UNANIMOUSLY.**

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# Syble Hopp School

<b>DONATIONS – OCTOBER 2019 BOARD MEETING</b>		
<b>DONOR</b>	<b>AMOUNT</b>	<b>ITEM/PURPOSE</b>
Thrivant	\$250	Gift card for the BBQ/Spaghetti Dinner
Foundation Chiropractic	\$174.28	Numerous school supplies, backpacks, binders, folders, notebooks, disinfectant wipes
Country Critters		Numerous school supplies, hats, mittens, socks, underwear, Kleenex
Tyler Buzza & Hayley Ahlswede		Six \$20 Kwik Trip gas cards for families in need
Salm Partners		180 hot dogs for the BBQ
VFW Post 9677		Braille Flag with Pledge of Allegiance
Katie & Glen Stiteley		Misc toys for young children
Paper Transport		40 Samsung Tablets
Barhite Family	\$40	Computer/iPad add
Linda & Dennis Schmidt		Teaching materials
Cellcom		Promotional Video for Syble Hopp
Dr. Goolsby	\$80	Hopp Needs
KC Council #33093	\$1,001.45	Classroom Furniture
<b>Total Donation</b>	<b>\$1,545.73</b>	

## Support Information #6

Report Date 10/07/19 10:47 AM

Page No 1

SYBLE HOPP SCHOOL

Check Date 09/01/19 - 09/30/19

FMVEN10A

## Vendor Detail Report

Vendor	Check Key	Check Date	Invoice No	PO No	Description	Account No	Amount
CRLCOM	0100001774	09/24/19	239554		Monthly Service 9/16-10/15	0-10-100-355-263300-019-000000-2	77.73
		101353			Check Total		77.73
					Vendor Total		77.73
CSEA #5	0100001767	09/17/19	0002000615		2019-2020 Allio License & Support Fee	0-10-800-386-252000-019-000000-2	4,612.97
					Check Total		4,612.97
					Vendor Total		4,612.97
CSEA #7	0100001755	09/03/19	20050		Physical Therapist Services 19-20	0-27-100-386-436000-019-000000-2	23,514.00
		101381			Check Total		23,514.00
					Vendor Total		23,514.00
COOPERATIVE EDUCATION SERVICE AGENC	0100001775	09/24/19	0000010559		Annual Movie Exhibition Site License	0-27-800-941-232100-019-000000-2	184.80
					Check Total		184.80
					Vendor Total		184.80
COUNTRY VISIONS COOPERATIVE	0100001768	09/17/19	1036914	8/19	Gas for Mower	0-10-100-411-253300-019-000000-2	26.60
					Check Total		26.60
					Vendor Total		26.60
Creative Sign	0100001776	09/24/19	30358		Updated Room Signs	0-10-100-324-254300-019-000000-2	670.76
		101748			Check Total		670.76
					Vendor Total		670.76
DE PERE Y-MART	0100001777	09/24/19	YMARTSHS	8/19	Gas for School Vehicles	0-27-100-348-256610-011-000000-2	214.57
		114547			Check Total		214.57
					Vendor Total		214.57

SYBLE HOPP SCHOOL

FMVEN10A

Report Date 10/07/19 10:47 AM

Check Date 09/01/19 - 09/30/19

Vendor Detail Report

Vendor	Check Key	Check Date	Invoice No	PO No	Description	Account No	Amount
GREAT AMERICAN DISPOSAL OF WISCONSIN	0100001769	09/17/19	99101477		Trash 9/1-9/30, Extra Pickup, Recycling	0-10-100-324-253300-019-000000-2	219.00
					Check Total		219.00
							219.00
KEYSER PLUMBING & HEATING INC	0100001770	09/17/19	16011		Capped drain & water line classroom sink	0-10-100-324-253300-019-000000-2	195.00
					Check Total		195.00
							195.00
KYLE CONSULTING	0100001761	09/10/19	KYLESSH 8/19		SBS/MAC Fees for August	0-27-800-310-223300-019-000000-2	900.00
					Check Total		900.00
							900.00
LAMERS BUS LINES INC	0100001765	09/10/19	560452		September Route Transportation	0-27-100-341-256750-011-000000-2	36,682.29
					Check Total		36,682.29
							36,682.29
PIONEER ROOF & EXTERIOR CLEANING LLC	0100001762	09/10/19	19674		Entire Exterior Cleaning	0-10-100-324-254300-019-000000-2	2,310.00
					Check Total		2,310.00
							2,310.00
ProGuard	0100001756	09/03/19	6251351512		Pot & Pan Concentrate Detergent	0-50-800-411-257100-000-000000-2	100.72
					Check Total		100.72
							100.72
RAE-COR DISTRIBUTING LLC	0100001771	09/17/19	017407		Hand Soap Dispenser	0-10-100-324-253300-019-000000-2	15.90
					Check Total		15.90
							15.90

Report Date 10/07/19 10:47 AM

Check Date 09/01/19 - 09/30/19

SYBLE HOPP SCHOOL

Vendor Detail Report

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FNVEN10A

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
SAN A CARE INC		112498					
	0100001763	09/10/19	484627		Floor Scrubber	0-10-100-449-253300-019-000000-2	9,289.56
	0100001763	09/10/19	497120		Floor Scrubber Pads	0-10-100-411-253300-019-000000-2	177.42
					Check Total		9,466.98
					Vendor Total		9,466.98
SCHOOL SPECIALTY INC		107112					
	0100001772	09/17/19	308103432554		3 Mesa Desk & 2 Storage Mobile Cabinets	0-10-100-449-254300-019-000000-2	2,643.63
					Check Total		2,643.63
					Vendor Total		2,643.63
TDS METROCON		107847					
	0100001773	09/17/19	9203364367	9/15	Monthly Service 9-10 to 10/9	0-10-100-355-263300-019-000000-2	152.96
					Check Total		152.96
					Vendor Total		152.96



Report Date 10/07/19 10:47 AM

Check Date 09/01/19 - 09/30/19

## SYBLE HOPP SCHOOL

## Vendor Detail Report

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Vendor	Check Key	Check Date	Invoice No	PO No	Description	Account No	Amount
UNUM LIFE INSURANCE COMPANY OF AMER	116335						
	0100001760	09/03/19	0880914-0017 9/1		LT Maintenance	0-10-100-251-253100-019-000000-2	22.84
	0100001760	09/03/19	0880914-0017 9/1		LT Accounting	0-10-800-251-252000-019-000000-2	30.86
	0100001760	09/03/19	0880914-0017 9/1		LT Int EC Teacher	0-27-101-251-152000-011-000000-2	82.65
	0100001760	09/03/19	0880914-0017 9/1		LT Int S/L	0-27-101-251-156600-011-000000-2	-16.67
	0100001760	09/03/19	0880914-0017 9/1		LT Int CD Teacher	0-27-101-251-158000-011-000000-2	83.42
	0100001760	09/03/19	0880914-0017 9/1		LT Int EC Aide	0-27-101-251-159120-011-000000-2	5.91
	0100001760	09/03/19	0880914-0017 9/1		LT Int Aide	0-27-101-251-159150-011-000000-2	14.33
	0100001760	09/03/19	0880914-0017 9/1		LT Int OT	0-27-101-251-218100-011-000000-2	14.12
	0100001760	09/03/19	0880914-0017 9/1		LT Dir Spec Ed	0-27-800-251-223300-011-000000-2	63.21
	0100001760	09/03/19	0880914-0017 9/1		LT Secretary	0-27-800-251-223300-019-000000-2	5.03
	0100001760	09/03/19	0880914-0017 9/1		LT Admin	0-27-800-251-232100-011-000000-2	42.04
	0100001760	09/03/19	0880914-0017 9/1		ST Admin	0-27-800-252-232100-011-000000-2	66.00
	0100001760	09/03/19	0880914-0017 9/1		ST Maintenance	0-10-100-252-253100-019-000000-2	40.57
	0100001760	09/03/19	0880914-0017 9/1		St Accounting	0-10-800-252-252000-019-000000-2	54.82
	0100001760	09/03/19	0880914-0017 9/1		ST EC Teacher	0-27-100-252-152000-011-000000-2	25.56
	0100001760	09/03/19	0880914-0017 9/1		ST S/L	0-27-100-252-156600-011-000000-2	141.54
	0100001760	09/03/19	0880914-0017 9/1		ST CD Teacher	0-27-100-252-158000-011-000000-2	561.51
	0100001760	09/03/19	0880914-0017 9/1		ST CD Aide	0-27-100-252-159150-011-000000-2	405.30
	0100001760	09/03/19	0880914-0017 9/1		ST Specialty Teacher	0-27-100-252-159300-011-000000-2	58.96
	0100001760	09/03/19	0880914-0017 9/1		ST OT	0-27-101-252-218100-011-000000-2	105.01
	0100001760	09/03/19	0880914-0017 9/1		ST Int EC Teacher	0-27-101-252-152000-011-000000-2	146.84
	0100001760	09/03/19	0880914-0017 9/1		ST Int S/L	0-27-101-252-156600-011-000000-2	-29.65
	0100001760	09/03/19	0880914-0017 9/1		ST Int CD Teacher	0-27-101-252-158000-011-000000-2	148.21
	0100001760	09/03/19	0880914-0017 9/1		ST Int EC Aide	0-27-101-252-159120-011-000000-2	10.52
	0100001760	09/03/19	0880914-0017 9/1		ST Int Aide	0-27-101-252-159150-011-000000-2	25.43
	0100001760	09/03/19	0880914-0017 9/1		ST Int OT	0-27-101-252-218100-011-000000-2	25.10
	0100001760	09/03/19	0880914-0017 9/1		ST Dir Spec Ed	0-27-800-252-223300-011-000000-2	112.33
	0100001760	09/03/19	0880914-0017 9/1		ST Secretary	0-27-800-252-223300-019-000000-2	8.95
	0100001760	09/03/19	0880914-0017 9/1		LT SW	0-27-100-251-212100-011-000000-2	21.25
	0100001760	09/03/19	0880914-0017 9/1		ST SW	0-27-100-252-212100-011-000000-2	37.75
	0100001760	09/03/19	0880914-0017 9/1		LT Nurse	0-27-100-251-214400-011-000000-2	18.37
	0100001760	09/03/19	0880914-0017 9/1		ST Nurse	0-27-100-252-214400-011-000000-2	32.65
	0100001760	09/03/19	0880914-0017 9/1		LT PT	0-27-100-251-218200-011-000000-2	24.03
	0100001760	09/03/19	0880914-0017 9/1		ST PT	0-27-100-252-218200-011-000000-2	42.72
	0100001760	09/03/19	0880914-0017 9/1		LT Technology	0-10-100-251-295000-019-000000-2	2.80
	0100001760	09/03/19	0880914-0017 9/1		ST Technology	0-10-100-252-295000-019-000000-2	4.99
	0100001760	09/03/19	0880914-0017 9/1		LT EC Teacher	0-27-100-251-152000-011-000000-2	14.38
	0100001760	09/03/19	0880914-0017 9/1		LT S/L	0-27-100-251-156600-011-000000-2	79.63
	0100001760	09/03/19	0880914-0017 9/1		LT CD Teacher	0-27-100-251-159150-011-000000-2	315.97
	0100001760	09/03/19	0880914-0017 9/1		LT CD Aide	0-27-100-251-159300-011-000000-2	228.16
	0100001760	09/03/19	0880914-0017 9/1		LT Specialty Teacher	0-27-100-251-159300-011-000000-2	33.16
	0100001760	09/03/19	0880914-0017 9/1		LT OT	0-27-100-251-218100-011-000000-2	59.08
Check Total							3,169.68

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Check Date 09/01/19 - 09/30/19

SYBLE HOPP SCHOOL

Vendor Detail Report

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
US Bank PCard Only	0100001766	09/16/19	PCARD 8/19		McCormick, Gantz Walmart Gift Card	0-27-100-411-218100-019-000000-2	200.00
	0100001766	09/16/19	PCARD 8/19		Walmart Gift Cards Teachers	0-27-100-411-158000-019-000000-2	600.00
	0100001766	09/16/19	PCARD 8/19		Making Room Keys	0-10-100-324-253300-019-000000-2	8.00
	0100001766	09/16/19	PCARD 8/19		Wood Stain, Foam Brushes, Grab Bar	0-10-100-324-253300-019-000000-2	68.93
	0100001766	09/16/19	PCARD 8/19		Service Rodent Equip, Spot Treat	0-10-100-324-253300-019-000000-2	34.00
	0100001766	09/16/19	PCARD 8/19		Dust/Wet Mops/Frames Door Mats	0-10-100-324-253300-019-000000-2	103.54
	0100001766	09/16/19	PCARD 8/19		Wall & Sink Cabinet/Countertop	0-10-100-324-253300-019-000000-2	317.93
	0100001766	09/16/19	PCARD 8/19		Sink & Faucet Workroom	0-10-100-324-253300-019-000000-2	157.99
	0100001766	09/16/19	PCARD 8/19		Medium, Large, Xlarge Gloves School Use	0-27-100-411-158000-019-000000-2	747.60
	0100001766	09/16/19	PCARD 8/19		Walmart Gift Cards Teacher Materials	0-27-100-411-158000-019-000000-2	150.00
	0100001766	09/16/19	PCARD 8/19		T Gehring SNC Gift Card	0-27-100-411-158000-019-000000-2	30.00
	0100001766	09/16/19	PCARD 8/19		Electrical Tape Networking	0-10-100-481-295000-019-000000-2	19.10
	0100001766	09/16/19	PCARD 8/19		D Kallio, J Boylan Walmart Gift Cards	0-27-101-411-158000-019-000000-2	75.00
	0100001766	09/16/19	PCARD 8/19		S Brunette Walmart Gift Card	0-27-101-411-158000-019-000000-2	100.00
	0100001766	09/16/19	PCARD 8/19		J Boylan Palm Grip Crayons	0-27-101-411-158000-019-000000-2	9.99
	0100001766	09/16/19	PCARD 8/19		S Siebens Stackable Tumblers	0-27-101-411-158000-019-000000-2	14.86
	0100001766	09/16/19	PCARD 8/19		J Boylan Crayon Rocks	0-27-101-411-158000-019-000000-2	10.99
	0100001766	09/16/19	PCARD 8/19		D Kallio School House Gift Card	0-27-101-411-158000-019-000000-2	50.00
	0100001766	09/16/19	PCARD 8/19		L Sukowaty Walmart Gift Card	0-27-110-411-152000-317-000000-2	50.00
	0100001766	09/16/19	PCARD 8/19		J Boylan Left Right Crayons	0-27-110-411-152000-317-000000-2	10.16
	0100001766	09/16/19	PCARD 8/19		B Morien Walmart Gift Card	0-27-110-411-152000-317-000000-2	100.00
	0100001766	09/16/19	PCARD 8/19		Instructional Materials	0-27-110-411-152000-317-000000-2	53.89
	0100001766	09/16/19	PCARD 8/19		B Olson Staples School Use	0-27-110-411-152000-317-000000-2	10.41
	0100001766	09/16/19	PCARD 8/19		L Sukowaty School House Gift Card	0-27-110-411-152000-317-000000-2	50.00
	0100001766	09/16/19	PCARD 8/19		B Olson Kindermat	0-27-110-411-152000-317-000000-2	15.09
	0100001766	09/16/19	PCARD 8/19		B Olson Twidget	0-27-110-411-152000-317-000000-2	14.99
	0100001766	09/16/19	PCARD 8/19		B Olson Instructional Materials	0-27-110-411-152000-317-000000-2	79.84
	0100001766	09/16/19	PCARD 8/19		School House Gift Cards	0-27-100-411-158000-019-000000-2	580.00
	0100001766	09/16/19	PCARD 8/19		Postage Stamps	0-27-800-353-232100-019-000000-2	275.00
	0100001766	09/16/19	PCARD 8/19		Mailing School Records	0-27-800-353-232100-019-000000-2	14.35
	0100001766	09/16/19	PCARD 8/19		Mailing Student Records	0-27-800-353-232100-019-000000-2	13.40
	0100001766	09/16/19	PCARD 8/19		School Lanyards	0-27-800-411-232100-019-000000-2	207.58
	0100001766	09/16/19	PCARD 8/19		Copy Paper	0-27-100-417-158000-019-000000-2	137.96
	0100001766	09/16/19	PCARD 8/19		Boardmaker Online Hopp	0-27-100-360-158000-019-000000-2	3,213.85

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Check Date 09/01/19 - 09/30/19

## SYBLE HOPP SCHOOL

## Vendor Detail Report

FMVEN10A

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
US Bank PCard Only							
		115950					
	0100001766	09/16/19	PCARD 8/19		N2Y Unique Learning D	0-27-100-360-158000-019-000000-2	528.10
					VandeVoort		
	0100001766	09/16/19	PCARD 8/19		Software for Smartboards	0-27-100-360-158000-019-000000-2	848.12
	0100001766	09/16/19	PCARD 8/19		B Hansen Walmart Gift Card	0-27-101-411-218100-019-000000-2	50.00
	0100001766	09/16/19	PCARD 8/19		B Hansen Amazon Gift Card	0-27-101-411-218100-019-000000-2	50.00
	0100001766	09/16/19	PCARD 8/19		Boardmaker Online	0-27-101-360-158000-019-000000-2	169.15
					Integrated		
	0100001766	09/16/19	PCARD 8/19		Boardmaker Online EC	0-27-110-360-152000-317-000000-2	845.75
	0100001766	09/16/19	PCARD 8/19		Wall Mount for TV in Gym	0-27-800-440-232100-019-000000-2	51.00
	0100001766	09/16/19	PCARD 8/19		J Titeva Walmart Gift Card	0-27-100-411-156600-019-000000-2	100.00
	0100001766	09/16/19	PCARD 8/19		M Tuinstra Amazon Gift Card	0-27-100-411-156600-019-000000-2	50.00
	0100001766	09/16/19	PCARD 8/19		M Tuinstra Teachers Pay	0-27-100-411-156600-019-000000-2	50.00
					Teachers Card		
	0100001766	09/16/19	PCARD 8/19		Walmart Gift Cards Teacher	0-27-100-411-158000-019-000000-2	600.00
					Materials		
	0100001766	09/16/19	PCARD 8/19		Staples, Tape, Colored	0-27-100-411-158000-019-000000-2	25.09
					Paper		
	0100001766	09/16/19	PCARD 8/19		Hopp Teacher Walmart Gift	0-27-100-411-158000-019-000000-2	240.00
					Cards		
	0100001766	09/16/19	PCARD 8/19		Walmart Gift Card M Vertz	0-27-100-411-158000-019-000000-2	100.00
					Check Total		11,231.66
					Vendor Total		11,231.66
VAN'S FIRE & SAFETY INC							
	0100001757	09/03/19	4126933		Service Fire Extinguishers	0-10-100-329-253300-019-000000-2	170.96
					Check Total		170.96
					Vendor Total		170.96
VDH ELECTRIC INC							
	0100001778	09/24/19	22031		Replace Exterior	0-10-100-324-253300-019-000000-2	164.56
					Receptacle-Front Office		
					Check Total		164.56
					Vendor Total		164.56
WI DEPT OF JUSTICE							
	0100001764	09/10/19	G2841 8/19		August Background Checks	0-27-800-310-231700-019-000000-2	203.00
					Check Total		203.00
					Vendor Total		203.00

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FMVEN10A

SYBLE HOPP SCHOOL

Vendor Detail Report

Report Date 10/07/19 10:47 AM

Check Date 09/01/19 - 09/30/19

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
WILLIAMS LANDSCAPE SERVICE INC	0100001758	09/03/19	36432		Cleanup, seeding, mulching around bldg	0-10-100-411-253300-019-000000-2	1,000.00
					Check Total		1,000.00
					Vendor Total		1,000.00
WISCONSIN PUBLIC SERVICE	0100001759	09/03/19	0427168134-00135		Garage Utilities Usage	0-10-100-336-253300-019-000000-2	28.85
					Syble Hopp Gas Usage	0-10-100-331-253300-019-000000-2	170.49
					Duplex Utilities Usage	0-27-100-999-158000-019-000000-2	146.19
					Check Total		345.53
					Vendor Total		345.53
					Grand Total		98,273.30

## Syble Hopp Balance Sheet as of July 31, 2019

ACCOUNT DESCRIPTION	07/31/19
<b>GENERAL FUND</b>	
CASH	4,575,255.24
ACCOUNTS RECEIVABLE	-
PREPAID EXPENSES	106.65
<b>TOTAL ASSETS</b>	<b>4,575,361.89</b>
ACCOUNTS PAYABLE	33,313.87
CONTRACTS PAYABLE	885.16
<b>TOTAL LIABILITIES</b>	<b>34,199.03</b>
EQUITY ACCOUNT	4,541,162.86
<b>TOTAL FUND BALANCE</b>	<b>4,541,162.86</b>
<b>SPECIAL EDUCATION FUND</b>	
CASH ACCOUNT	159,461.44
RECEIVABLE	100,967.00
<b>TOTAL ASSETS</b>	<b>260,428.44</b>
PAYABLE ACCOUNT	10,267.88
CONTRACTS PAYABLE	311,860.44
OTHER DEFERRED REVENUE (SOAR REGISTRATION)	3,575.00
<b>TOTAL LIABILITIES</b>	<b>325,703.32</b>
EQUITY ACCOUNT	(65,274.88)
<b>TOTAL FUND BALANCE</b>	<b>(65,274.88)</b>
<b>FOOD SERVICE FUND</b>	
CASH	6,889.89
<b>TOTAL ASSETS</b>	<b>6,889.89</b>
ACCOUNTS PAYABLE	785.41
<b>TOTAL LIABILITIES</b>	<b>785.41</b>
EQUITY ACCOUNT	6,104.48
<b>TOTAL FUND BALANCE</b>	<b>6,104.48</b>

## Syble Hopp Revenue Summary for the Month Ended July 31, 2019

DESCRIPTION	2019-2020			COMMENTS
	Amended Budget	Actual Amount	Remaining Budget	
GENERAL FUND				
PAYMENT IN LEAU OF TAXES	3,080,863.00	-	3,080,863.00	
INTEREST	38,000.00	9,594.87	28,405.13	
RENT (DUPLEX)	90,000.00	750.00	89,250.00	
MEDICAID MAC REIMBURSEMENT	63,000.00	-	63,000.00	
SECURITY GRANT	10,656.00	-	10,656.00	
MISCELLANEOUS	30,656.00	-	30,656.00	
TOTAL GENERAL FUND	3,313,175.00	10,344.87	3,302,830.13	
SPECIAL REVENUE FUND				
STUDENT FEES	5,445.00	-	5,445.00	
SOAR STUDENT REGISTRATIONS	35,000.00	5,000.00	30,000.00	
EC GRANT \$'S FROM DISTRICTS	37,991.00	-	37,991.00	
DISTRICT PAYMENT FROM IDEA FUNDS	247,220.00	-	247,220.00	
TUITION-SCH DISTRICT(OUT OF COUNTY)	232,870.00	-	232,870.00	
TRANSIT OF STATE AIDE (CESA)	8,410.00	-	8,410.00	
CESA 7 - REIMB SUBS	3,100.00	-	3,100.00	
HANDICAPPED AID FROM STATE	1,615,000.00	-	1,615,000.00	
GENERAL STATE AID	1,590,000.00	-	1,590,000.00	
HIGH COST KIDS (STATE AND FEDERAL)	17,000.00	-	17,000.00	
MEDICAID REIMBURSEMENT	253,000.00	-	253,000.00	
TOTAL SPECIAL REVENUE FUND	4,045,036.00	5,000.00	4,040,036.00	
FOOD SERVICE FUND				
STUDENT LUNCH	33,000.00	(20.00)	33,020.00	
ADULT LUNCH	1,200.00	-	1,200.00	
FOOD SER/STATE AID	1,000.00	-	1,000.00	
FOOD SERVICE/FED AID	27,380.00	-	27,380.00	
FED AID/COMMODITIES	6,000.00	-	6,000.00	
TOTAL FOOD SERVICE REVENUE FUND	68,580.00	(20.00)	68,600.00	

# Syble Hopp Expenditures Summary for the Month Ended July 31, 2019 - Unaudited

GENERAL FUND						
LIBRARY MEDIA RESOURCES	320.00	-	-	320.00	-	Subscriptions/licenses have been paid for Absence Management and Time and Attendance.
FISCAL/FINANCE	177,027.00	14,752.25	21,945.66	155,081.34	(7,193.41)	Attendance.
BUILDING AND SITE OPERATION	275,530.00	22,960.83	23,434.34	252,095.66	(473.51)	
BUILDING AND SITE MAINTENANCE	113,138.00	9,428.17	32,795.00	80,343.00	(23,366.83)	New flooring was installed in July.
DUPLEX	1,000.00	83.33	-	1,000.00	83.33	
TELEPHONE	2,800.00	233.33	208.67	2,591.33	24.66	
NON-INSTRUCTIONAL STAFF TRAINING	640.00	53.33	-	-	53.33	
TECHNOLOGY	26,486.00	2,207.17	1,752.49	24,733.51	454.68	
INSURANCE AND JUDGMENTS	90,132.00	7,511.00	6,487.17	83,644.83	1,023.83	
COUNTY IDC AND TECH SERVICES	96,534.00	8,044.50	5,787.02	90,746.98	2,257.48	
TOTAL GENERAL FUND	783,607.00	65,273.92	92,410.35	690,556.65	(27,136.44)	
SPECIAL REVENUE						
EARLY CHILDHOOD	415,014.00	-	411.98	414,602.02	(411.98)	
SPEECH/LANGUAGE	453,422.00	-	1,925.65	451,496.35	(1,925.65)	Subscriptions/licenses have been paid for Oasys and Infinite Camps.
SPECIAL EDUCATION	2,114,190.00	-	7,406.90	2,106,783.10	(7,406.90)	
RETIREE INSURANCE	35,000.00	2,916.67	-	35,000.00	2,916.67	
EC INSTRUCTIONAL AIDES	71,312.00	-	14.84	71,297.16	(14.84)	
SE INSTRUCTIONAL AIDES	1,268,995.00	-	1,011.61	1,267,983.39	(1,011.61)	
SE SUB TEACHERS/AIDES	85,044.00	-	-	85,044.00	-	
EC SUB TEACHERS/AIDES	16,794.00	-	-	16,794.00	-	
SPECIALTY TEACHERS	176,306.00	-	87.72	176,218.28	(87.72)	
DIRECTION OF SOCIAL WORK	75,680.00	-	57.70	75,622.30	(57.70)	
NURSING	82,840.00	-	440.34	82,399.66	(440.34)	
OCCUPATIONAL THERAPY	300,007.00	-	477.86	299,529.14	(477.86)	
PHYSICAL THERAPY	83,342.00	-	63.61	83,278.39	(63.61)	
TRAINING	13,719.00	1,143.25	1,164.00	12,555.00	(20.75)	
SE AND PRINCIPAL	287,963.00	23,996.92	19,046.67	268,916.33	4,950.25	
BOARD AND AUDIT	15,315.00	1,276.25	1,543.00	13,772.00	(266.75)	
ADMINISTRATOR	192,793.00	16,066.08	12,130.74	180,662.26	3,935.34	
VEHICLE REPAIR AND FUEL	11,000.00	916.67	-	11,000.00	916.67	
TRANSPORTATION AND BUS AIDES	741,041.00	-	-	741,041.00	-	

# Syble Hopp Expenditures Summary for the Month Ended July 31, 2019 - Unaudited

UNEMPLOYMENT	10,676.00	889.67	51.94	10,624.06	837.73
CESA SERVICES	26,710.00	-	-	26,710.00	-
CAMP SOAR	75,976.00	25,325.33	24,440.32	51,535.68	885.01
TRANSIT OF AID TO DISTRICTS	69,861.00	-	-	69,861.00	-
TOTAL SPECIAL REVENUE FUND	6,623,000.00	72,530.83	70,274.88	6,552,725.12	2,255.96
FOOD SERVICES					
DIRECTOR OF FOOD SERVICES	62,714.00	-	2,106.48	60,607.52	(2,106.48)
FOOD - LUNCH PROG	500.00	-	-	500.00	-
FOOD	6,400.00	-	-	6,400.00	-
TOTAL FOOD SERVICE FUND	69,614.00	-	2,106.48	67,507.52	(2,106.48)



## Syble Hopp Balance Sheet as of August 31, 2019

ACCOUNT DESCRIPTION	08/31/19
<b>GENERAL FUND</b>	
CASH	4,470,872.79
ACCOUNTS RECEIVABLE	-
PREPAID EXPENSES	106.65
<b>TOTAL ASSETS</b>	<b>4,470,979.44</b>
ACCOUNTS PAYABLE	13,856.77
CONTRACTS PAYABLE	-
<b>TOTAL LIABILITIES</b>	<b>13,856.77</b>
EQUITY ACCOUNT	4,457,122.67
<b>TOTAL FUND BALANCE</b>	<b>4,457,122.67</b>
<b>SPECIAL EDUCATION FUND</b>	
CASH ACCOUNT	(279,740.42)
RECEIVABLE	-
<b>TOTAL ASSETS</b>	<b>(279,740.42)</b>
PAYABLE ACCOUNT	35,285.36
CONTRACTS PAYABLE	-
OTHER DEFERRED REVENUE (SOAR REGISTRATION)	-
<b>TOTAL LIABILITIES</b>	<b>35,285.36</b>
EQUITY ACCOUNT	(315,025.78)
<b>TOTAL FUND BALANCE</b>	<b>(315,025.78)</b>
<b>FOOD SERVICE FUND</b>	
CASH	5,606.76
<b>TOTAL ASSETS</b>	<b>5,606.76</b>
ACCOUNTS PAYABLE	100.72
<b>TOTAL LIABILITIES</b>	<b>100.72</b>
EQUITY ACCOUNT	5,506.04
<b>TOTAL FUND BALANCE</b>	<b>5,506.04</b>

## Syble Hopp Revenue Summary for the Month Ended August 31, 2019

2019-2020				
DESCRIPTION	Amended Budget	Actual Amount	Remaining Budget	COMMENTS
GENERAL FUND				
PAYMENT IN LEAU OF TAXES	3,080,863.00	-	3,080,863.00	
INTEREST	38,000.00	16,695.39	21,304.61	
RENT (DUPLEX)	90,000.00	1,500.00	88,500.00	
MEDICAID MAC REIMBURSEMENT	63,000.00	-	63,000.00	
SECURITY GRANT	10,656.00	-	10,656.00	
MISCELLANEOUS	30,656.00	-	30,656.00	
TOTAL GENERAL FUND	3,313,175.00	18,195.39	3,294,979.61	
SPECIAL REVENUE FUND				
STUDENT FEES	5,445.00	-	5,445.00	
SOAR STUDENT REGISTRATIONS	35,000.00	32,375.00	2,625.00	
EC GRANT \$'S FROM DISTRICTS	37,991.00	-	37,991.00	
DISTRICT PAYMENT FROM IDEA FUNDS	247,220.00	-	247,220.00	
TUITION-SCH DISTRICT(OUT OF COUNTY)	232,870.00	-	232,870.00	
TRANSIT OF STATE AIDE (CESA)	8,410.00	-	8,410.00	
CESA 7 - REIMB SUBS	3,100.00	-	3,100.00	
HANDICAPPED AID FROM STATE	1,615,000.00	-	1,615,000.00	
GENERAL STATE AID	1,590,000.00	-	1,590,000.00	
HIGH COST KIDS (STATE AND FEDERAL)	17,000.00	-	17,000.00	
MEDICAID REIMBURSEMENT	253,000.00	-	253,000.00	
TOTAL SPECIAL REVENUE FUND	4,045,036.00	32,375.00	4,012,661.00	
FOOD SERVICE FUND				
STUDENT LUNCH	33,000.00	(20.00)	33,020.00	
ADULT LUNCH	1,200.00	-	1,200.00	
FOOD SER/STATE AID	1,000.00	-	1,000.00	
FOOD SERVICE/FED AID	27,380.00	-	27,380.00	
FED AID/COMMODITIES	6,000.00	-	6,000.00	
TOTAL FOOD SERVICE REVENUE FUND	68,580.00	(20.00)	68,600.00	

# Syble Hopp Expenditures Summary for the Month Ended August 31, 2019 - Unaudited

GENERAL FUND						
LIBRARY MEDIA RESOURCES	320.00	-	-	320.00	-	Subscriptions/licenses have been paid for Absence Management and Time and Attendance.
FISCAL/FINANCE	177,027.00	34,043.65	39,590.28	137,436.72	(5,546.63)	Cleaning supplies and floor cleaning equipment purchased in the summer.
BUILDING AND SITE OPERATION	275,530.00	48,644.31	55,155.11	220,374.89	(6,510.80)	New flooring was installed in July and PA system was installed in August.
BUILDING AND SITE MAINTENANCE DUX	113,138.00	18,856.33	60,668.00	52,470.00	(41,811.67)	
TELEPHONE	1,000.00	166.67	-	1,000.00	166.67	
NON-INSTRUCTIONAL STAFF TRAINING	2,800.00	466.67	417.47	2,382.53	49.20	
TECHNOLOGY	640.00	106.67	-	-	106.67	
INSURANCE AND JUDGMENTS	26,486.00	4,414.33	4,108.10	22,377.90	306.23	
COUNTY IDC AND TECH SERVICES	90,132.00	15,022.00	12,974.34	77,157.66	2,047.66	
TOTAL GENERAL FUND	96,534.00	16,089.00	11,387.76	85,146.24	4,701.24	
	783,607.00	137,809.63	184,301.06	598,665.94	(46,491.43)	
SPECIAL REVENUE						
EARLY CHILDHOOD	415,014.00	15,370.89	14,688.25	400,325.75	682.64	Subscriptions/licenses have been paid for Oasys and Infinite Camps.
SPEECH/LANGUAGE	453,422.00	16,793.41	13,943.11	439,478.89	2,850.30	
SPECIAL EDUCATION	2,114,190.00	78,303.33	70,920.63	2,043,269.37	7,382.70	
RETIREE INSURANCE	35,000.00	2,916.67	779.54	35,000.00	2,916.67	
EC INSTRUCTIONAL AIDES	71,312.00	2,641.19	-	70,532.46	1,861.65	
SE INSTRUCTIONAL AIDES	1,268,995.00	46,999.81	30,689.83	1,238,305.17	16,309.98	
SE SUB TEACHERS/AIDES	85,044.00	3,149.78	-	85,044.00	3,149.78	
EC SUB TEACHERS/AIDES	16,794.00	622.00	-	16,794.00	622.00	
SPECIALTY TEACHERS	176,306.00	6,529.85	4,380.18	171,925.82	2,149.67	
DIRECTION OF SOCIAL WORK	75,680.00	2,802.96	2,807.14	72,872.86	(4.18)	
NURSING	82,840.00	3,068.15	2,818.04	80,021.96	250.11	
OCCUPATIONAL THERAPY	300,007.00	11,111.37	10,234.97	289,772.03	876.40	
PHYSICAL THERAPY	83,342.00	3,086.74	3,177.11	80,164.89	(90.37)	
TRAINING	13,719.00	2,286.50	1,355.84	12,363.16	930.66	
SE AND PRINCIPAL	287,963.00	55,377.50	49,439.52	238,523.48	5,937.98	
BOARD AND AUDIT	15,315.00	2,552.50	1,746.00	13,569.00	806.50	
ADMINISTRATOR	192,793.00	37,075.58	37,799.21	154,993.79	(723.63)	

# Syble Hopp Expenditures Summary for the Month Ended August 31, 2019 - Unaudited

VEHICLE REPAIR AND FUEL	11,000.00	1,833.33	-	11,000.00	1,833.33
TRANSPORTATION AND BUS AIDES	741,041.00	-	-	741,041.00	-
UNEMPLOYMENT	10,676.00	1,779.33	276.99	10,399.01	1,502.34
CESA SERVICES	26,710.00	26,710.00	23,514.00	3,196.00	3,196.00
CAMP SOAR	75,976.00	75,976.00	78,830.42	(2,854.42)	(2,854.42)
TRANSIT OF AID TO DISTRICTS	69,861.00	-	-	69,861.00	-
TOTAL SPECIAL REVENUE FUND	6,623,000.00	396,986.89	347,400.78	6,275,599.22	49,586.11
<b>FOOD SERVICES</b>					
DIRECTON OF FOOD SERVICES	62,714.00	-	2,704.92	60,009.08	(2,704.92)
FOOD - LUNCH PROG	500.00	-	-	500.00	-
FOOD	6,400.00	-	-	6,400.00	-
TOTAL FOOD SERVICE FUND	69,614.00	-	2,704.92	66,909.08	(2,704.92)

Supplies for the year have been ordered.

## PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, September 12, 2019 at Health & Human Services; Community Treatment Center; 3150 Gershwin Drive; Green Bay, WI 54311

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**Present:** Supervisor Tom Lund, Chair, Vice Chair Paula Laundrie,  
Craig Huxford, Susan Hyland, Supervisor Aaron Linssen, Laura McCoy,  
Supervisor Alex Tran

**Excused:**

**Also Present:** Erik Pritzl, Executive Director  
Jenny Hoffman, Community Services Administrator  
Eric Johnson, Finance Manager  
Samantha Behling, Interim Hospital & Nursing Home Administrator

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1. **Call Meeting to Order**  
The meeting was called to order by Supervisor Lund at 5:15 p.m.
2. **Approve / Modify Agenda**  
HUXFORD / LAUNDRIE moved to approve the September 12, 2019 Agenda. The motion passed without a negative vote.
3. **Approve Minutes of August 8, 2019 Human Services Board Meeting**  
HYLAND / McCOY moved to approve the minutes dated August 8, 2019. The motion passed without a negative vote.
4. **Draft 2020 Budget**  
The Human Services Board members were emailed a pdf version of the Draft 2020 Budget, while hard copies were distributed at the meeting. Executive Director Pritzl highlighted some items within the document.

There will be some staffing changes in Child Protective Services because the State increased our allocation for 2020 (approximately 35%), which will allow us to add a number of positions. This increase would allow us to add four case managers, two team lead positions, two supervisors, four service aides (for transportation and visitation supervision), and a clerical position. We would also change a lead CPS supervisor to a Child Protection Coordinator. Physical space options need to be looked at before we can add these staff; doubling up offices, remote work and other county locations.

We are also looking at an initiative to include a Child Death Review Team; this would be a re-start of a team we had in the past. This team would work with other partners like law enforcement, medical examiner, medical system, etc. to review preventable injuries, deaths, etc. that might connect with Child Protective Services and Public Health. The team would talk about what they saw and experienced in hopes of preventing it from happening again.

Another initiative looks at productivity enhancements using technology with dictation software.

Crisis Assessment Center – rough schematic designs have been completed for the 4000-square-foot addition to Community Treatment Center. It will be a "one stop shop" concept for

streamlining the assessment process with Family Services' Crisis Center being located on-site, medical screening, and the potential for observation rooms. Plans have it opening by November 2020.

Criminal Justice Services program information is included in the Draft Budget for the first time. We will be adding a case manager for Veteran's Court.

We are adding positions in Adult Behavioral Health as well; one Adult Protection Services case worker, a case manager to monitor commitments and outpatient services, and a Comprehensive Community Services clinician.

There are some staffing changes in the works at CTC as well with a decrease in contracted services; proposing adding a half-time Medical Director (MD) and a full-time APNP. Those services are currently contracted and would become employees.

LINSEN / LAUNDRIE moved to approve the Draft 2020 Budget. Motion carried without a negative vote.

**5. Executive Director's Report**

Executive Director Erik Pritzl provided an oral report updating the Board on the status of bringing a Secure Residential Care Center for Children and Youth (SRCCCY) to Brown County.

On August 19, Brown County provided updates and answered questions from the Juvenile Corrections Grant Committee on programing, cost, rates, and operational expenses. We are getting a lot of positive feedback for staying with the process of applying to have a SRCCCY in Brown County.

We will not know until October 1, 2019 if we are getting SRCCCY funding. The Grant Committee wants to see action/support of the County Board. The State is requesting the facility be operational by July 2021; however, architects are concerned with the building timeline.

McCOY / LINSSEN moved to receive and place on file the Executive Director's Report. Motion carried without a negative vote.

**6. CTC Administrator Report including NPC Monthly Report**

Samantha Behling, Interim Hospital & Nursing Home Administrator, highlighted a few items from her report included within the Agenda Packet.

**Federal/State Regulatory Concerns**

There were a couple sentinel events at CTC with the potential for adverse outcomes; there were no adverse outcomes, but we reviewed the events.

A client on Nicolet Psychiatric Center (NPC) attempted a hanging by using a paper towel dispenser; we have taken the action to remove the potential ligature risk, and the client remained safe through the process.

The second event included a person, admitted to NPC, who had been medically cleared in a local emergency department, who passed away the same day after being admitted to NPC. We had a diverse group with the medical team at the hospital that had cleared the client to see if anything was missed, a delay in care...nothing was identified. We have been led to believe the individual's past medical history played a part; however we are waiting on the autopsy report.

Nursing Home submitted a self-report to the State following allegations of caregiver misconduct. State surveyors came on-site to review and investigate, and no citation is being issued. Part of the process is we have to notify law enforcement and they may conduct their own investigation of the event.

**Survey Readiness**

We continue to evaluate processes and procedures, and provide staff education.

**Other Business**

Through the Schenck Consultant from 2018, and our own internal review, we have determined the need to put effort into our staff nursing schedule. There are some part-time positions with high turnover and we want to evaluate our type of positions for better recruitment and retention.

HYLAND / LINSSEN moved to receive and place on file the CTC Administrator's Report for September 2019. Motion carried without a negative vote.

**7. Re-Appointment of Dr. Brian Eggener (Psychiatrist) and Appointment of Antonide Arthus (APNP) to the Psychiatric/Medical Staff Committee**

The above mentioned individuals received staff approval, and no concerns were uncovered in our searches and re-credentialing.

LINSSEN / LAUDRIE moved to re-appoint Dr. Brian Eggener and appoint Antonide Arthus to the Psychiatric/Medical Staff Committee. Motion carried without a negative vote.

**8. Approval of Medical Staff Rules and Regulations**

LINSSEN / HUXFORD moved to hold the approval of the Medical Staff Rules and Regulations for one month. Motion carried without a negative vote.

**9. Financial Report for Community Treatment Center and Community Services**

Finance Manager Eric Johnson distributed his report.

**Community Treatment Center**

Overall favorable variance for CTC is a little less than unfavorable variance for Community Services; we are pretty much at a break-even point. We received an additional nursing home supplemental payment similar to last year that will be recorded in August.

**Community Services**

The main challenge in Community Services are the high purchase services costs for residential care and State mental health stays. This will change if we have our own facility to care for youth (SRCCCY).

Projections for operating costs for SRCCCY were made at 90% capacity. Brown County will not bear the costs of other counties expenses for children they place. It should not be difficult to keep the facility full with the location being close to the Fox Valley.

LAUNDRIE / LINSSEN moved to receive and place on file the Financial Report for September 2019. Motion carried without a negative vote.

**10. Shelter Care Remodel to Individual from Group Bathroom to Meet Requirements**

Contractors have looked at the facility and provided bids; best case scenario would be for a bid to be approved at the September Human services Committee meeting, but maybe not until October.

HYLAND / LINSSEN moved to receive and place on file. Motion carried without a negative vote.

**11. Statistical Reports a, b, & c**

- a. Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Center/  
Bayshore Village
- b. Child Protection Services — Child Abuse/Neglect Report
- c. Monthly Contract Update

HUXFORD / LINSSEN moved to suspend the rules to receive statistical reports #11 a, b, and c together. Motion passed without a negative vote.

LAUNDRIE / McCOY moved to receive and place on file all statistical reports under item #11. Motion passed without a negative vote.

**12. Request for New Non-Contracted Provider & New Provider Contract**

HYLAND / HUXFORD moved to receive and place on file.  
Motion passed without a negative vote.

**13. Adjourn Meeting:**

LAUNDRIE / LINSSEN moved to adjourn. Motion passed without a negative vote.

Supervisor Tom Lund adjourned the meeting at 6:33 p.m.

Next Meeting: Thursday, October 10, 2019 at 5:15 p.m.  
Sophie Beaumont Building  
111 N. Jefferson St, Boardroom A  
Green Bay, WI 54301

Respectfully Submitted,  
Catherine Foss  
Office Manager



**PROCEEDINGS OF THE MENTAL HEALTH  
TREATMENT SUBCOMMITTEE**

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the Mental Health Treatment Subcommittee was held on Wednesday, August 21, 2019 at 12:00 pm in Conference Room A (E03) of the Sophie Beaumont Building, 111 N. Jefferson Street, Green Bay, Wisconsin.

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**Present:** Chair Hoyer, Brown County Jail Security Lieutenant Scott Brisbane, Citizen Representative Stephanie Birmingham, Community Services Administrator Jenny Hoffman, Student Intern Clarice Martell, Community Advocate Cheryl Weber, Executive Director with Connections for Mental Wellness Rebecca Fairman, Connections for Mental Wellness Representative Bree Decker, Citizen Representative Guy Zima, Executive Director of Health and Human Services Erik Pritzl, County Board Supervisor Megan Borchardt, Green Bay Police Department Representative Jason Allen and Crisis Center Program Manager Jenny Younk

**Excused:** Citizen Representative Pat La Violette, District Attorney David Lasee, Assistant Corporation Counsel Rebecca Lindner, Judge Donald Zuidmulder

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**I. Call to Order.**

The meeting was called to order by Chair Erik Hoyer at 12:00 pm.

**II. Approve/Modify Agenda.**

Motion made by Megan Borchardt, seconded by Guy Zima to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**III. Approve/Modify Minutes of April 17, 2019.**

Motion made by Megan Borchardt, seconded by Cheryl Weber to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**IV. Introductions.**

**1. Report and discussion – Spending of the 2019 \$1.14 mental health dollars, to date.**

Executive Director of Health and Human Services Erik Pritzl provided an updated report, a copy of which is attached. Pritzl noted the spending has been pretty consistent for mobile crisis and residential treatment. With the transition of the day report center as of July 1, the numbers will be a little skewed until the final reconciliation is done. Detox services are showing under, although Pritzl noted he has different numbers as to what has been authorized and paid out of the case management system that show higher spending and he will figure out what the difference is, but he suspects there is more spending in detox than what is reflected on the handout.

Motion made by Guy Zima, seconded by Megan Borchardt to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**2. Discussion – Detoxification options and opportunities.**

Pritzl recalled at the last meeting a pilot detoxification program at Bay Haven was discussed. Since that time, staff has connected with the Department of Health Services and they have found that the option discussed is not viable. There are nursing requirements with detox services and a certain number of hours of nursing services cannot be exceeded in a CBRF and DHS will not give a waiver for that. The end result is that it would be better to provide detox services in a less regulated setting than a CBRF which is counterintuitive. Then a waiver would be

needed to provide certain things in that setting that would normally be in a CBRF. There is another option that Pritzl and staff is exploring and he will explain this further in the next item.

Pritzl continued that for detox there needs to be 24 hour a day nursing available or onsite and for a CBRF the limit is something like 10 hours per week. Megan Borchardt said there was just a conversation along these lines at a Basic Needs meeting and Bellin is working on expanding what they currently have for detox as are some other facilities, but the problem is in staffing. Cheryl Weber asked if DHS grants could be utilized to do something different than what was previously explored. Pritzl informed that not all the grants that were being proposed made it through the State budget process; a lot of it was removed by the legislature or vetoed in the end by the Governor.

Guy Zima recalled there were people at the last meeting who did not feel the combination of detox being mixed with CBRF people was a good idea. He continued that our contracting has been less than desirable and not proficient and that is why he keeps going back to building a facility, something separate so we can have our own detox and our own beds. The county used to do a lot more than they do now and Zima feels we need to get back to where we used to be. It seems to him that we need something dependable, not something we have to worry about a third party whose main interest is making money instead of serving people. This is not really part of the mission of what we are trying to do to stabilize the community and take this off the police as much as possible. Zima feels we are overusing other aspects of the system by not doing the right thing and getting something built. He feels this subcommittee has been in favor of doing the right thing and moving forward, but the administration has been reluctant.

### 3. Discussion – Projects supported by the half-percent sales tax.

Pritzl updated the group on the crisis one stop shop and said it is in the budget for 2020 in terms of the capital plan and will be an addition on to the CTC for crisis assessment purposes. Staff has been meeting with the architects weekly and representatives of Family Services, CTC and Community Services to identify how this can best be designed for function. The idea is that the Crisis Center would be located at the CTC on a wing that connects to the existing building. People would come into the facility and have an assessment with crisis counselors and would then move further into the facility and have medical screening as part of the process. It would not be full blown medical clearance where there are labs, but there are a lot of people that are getting referred for med clearance in a hospital setting that just need a medical professional to look at them and screen them. If someone needs to be admitted there would be a pass through to flow to Nicolet on either a voluntary or involuntary basis or to Bay Haven as a voluntary placement on a CBRF or they could be safety planned and then leave. The new thing staff is asking the architects to work in is to have the rooms be designed as observation rooms where people can stay for a shorter period of time while they sort out what the issues and needs are.

Pritzl continued that DHS is interested in learning more about the plan and will work with staff on variances if needed. This is not a CBRF and the services would be separated so crisis counselors would be in one spot, medical services would be in the back and then the end result would be admittance to the facility.

Zima asked how long people could remain in the observation rooms. Pritzl said Wisconsin law does not allow for people to be kept indefinitely, the limit would be 23 hours in observation status. After that the person would either need to leave or be admitted to Nicolet and Pritzl noted that generally beds are available at Nicolet. Zima noted that Nicolet was pretty full several months ago and Pritzl said that if Nicolet is full, there are other options in the community. Officer Allen noted that the GBPD has provided approximately 45 transports to Winnebago for the first part of the year, mostly due to capacity. Pritzl noted that Nicolet can staff the 16 beds most of the time, but it does depend on the needs of the people on the unit. If there are one-to-one staffing needs, they go through the staffing plan pretty fast. The Crisis Center also works with the county to find options when necessary.

Zima asked what the county is spending on transfers to other places because of our own lack of capacity. Allen said that it has gotten so bad with the GBPD that they have hired Lock and Load to do their transports. He added that year-to-date figures are significantly higher than the number of transports for all of last year. Zima asked what has been spent year-to-date transporting people to Winnebago and other places. He said a while back it was noted that the county was spending about \$1.5 million dollars sending people to Winnebago and Trempealeau. For that amount of money, the county could do quite a bit to help our own people and possibly even take in people from other counties.

Citizen Representative Stephanie Birmingham said a financial compilation was done a few months ago that looked comparatively at the counties who are sending people out. She cannot recall the numbers specifically, but said Brown County was not as high as some other counties comparable in size to Brown County. Hoyer noted that some counties have absolutely no facility so that would factor in. Allen said Officer Gerarden asked him to ask if there would be any way to decrease the number of contracted beds that the county has for out of county placement at Nicolet to make room for those people in the county that could use those beds instead of being sent to Winnebago. Pritzl responded that at this time the county is below 20% for out of county referrals and noted that figure was closer to 30% in the past. Zima said if there was larger capacity, it would be a revenue source for the county to help subsidize our costs. Pritzl responded that if we increase the bed count as a hospital the county would lose Medicaid billing capabilities for certain populations and this would have a significant financial impact. Zima asked about having a separate facility and Pritzl responded that the county would need to build a completely stand-alone facility that is not a hospital, and people cannot be kept restrictively in a setting that is not a hospital. There would need to be a lot of analysis done on something like that because there are a number of factors such as the billing structure change, staffing and the levy to support it. Pritzl has said many times in the past that Bellin has beds built so putting capital on the table to build beds when beds exist does not make sense. Zima noted the Bellin beds have not been helpful to the county for several years. He feels instead of trying to find reasons why things cannot be done, we need to start working on what we can do to make things happen. We need to be driving toward something that has the county efficiently taking care of our own people. Sending people to Winnebago is hard on the families to go visit their loved ones. Zima feels we need to take care of our own county first and then, if there is room, to draw revenue from outside counties. He noted the county is at levy limits all the time and it just depends what the priorities are. There is nothing that says levy limits cannot be exceeded if there is a reason. When this subcommittee was created by the County Board, 22 of 26 Supervisors voted for it and there were several communications that said the county needs to get back to the levels we previously had, but we are not getting anywhere and Zima feels it is bureaucratic foot dragging by the administration. Hoyer said there are also bureaucratic realities that have to be taken into effect. Borchardt added there are a lot of barriers and red tape at the state and national level that have to be considered as well.

Hoyer questions if there are county barriers that we have inflicted on ourselves, and if so, he would like to explore those and he feels there are others on the Board that would support shifting the realities so we would have the capability to move ahead. Zima feels we are going to get to the point where there are people on the sidewalks because they are not being taken care of.

With regard to the Crisis Center relocation to the CTC, Birmingham questioned if the geographic location could be viewed as a barrier. She noted that bus service is limited on Saturdays and there is no bus service on Sundays. She questioned how the geographic location and transportation to it plays into the equation. Hoyer said that was something that was looked at that was one of the factors in introducing mobile crisis and one of the reasons they are coordinating between crisis counselors and the police department. Hoyer continued that where someone in crisis is going to get help is likely at the Crisis Center and that at some of the services available there. Crisis Center Program Manager Jenny Younk feels that the police department may use mobile crisis more often and she noted that Crisis does have the ability to give cab vouchers that could also be an option for those with transportation limitations.

Jail Security Lieutenant Brisbane asked if there would be a secure portion for detoxing. Pritzl responded that at this time they have not specifically designated secure, but there would be a door separating the crisis counselor portion. Brisbane said last month the jail had 96 individuals on detox and it would be helpful if some of those could be diverted to the CTC to get some help. Pritzl said getting into secured and locked facilities would basically be constructing a hospital. Zima wondered what the feasibility would be of the county contracting for one police officer to be there around the clock to corral those who may wander off. He said loses his patience at these meetings because we always talk about why things cannot be done instead of thinking of how to solve the problems and maybe save money in the process. Pritzl responded that perhaps the community partners could do more so it is not always the county or city who has to try to solve the problems.

Borchardt said she respected Zima's input with regard to mental health and suggested we do some research as to what other counties or communities are doing that we would be able to do here without so many roadblocks and still fall within the guidelines so we don't run into so much red tape. Hoyer recalled the entire origin of the concept we are talking about came after the visit to the Milwaukee facility. Zima said most communities have gotten out of the mental health business, and when that happens, the jail space needs to be increased because people are moving from mental health treatment to holding tanks at the jail. Brisbane said he has to keep detoxing inmates separate from the other population and there has to be 24 hour nursing staff. He noted that last month there were 183 inmates on suicide watch. Zima feels there are a lot of people on the County Board who want to get people out of the jail and into a treatment facility. He wants to look at what we can do to make things work.

Community Advocate Cheryl Weber asked about the mental health side of the jail money from the sales tax. Brisbane said the plans for the jail expansion have been modified to allow different units so they are able to place individuals where they need to be. In addition, if the females can be moved, it will free up space in other pods to better house and manage these populations. The new pod would have single cells, double cells and flexibility. At this time, there is no minimum security areas; it is all medium and above. Right now the mediums are mixed with the max inmates and that is not ideal and leads to problems. The new space would allow those individuals to be separated and have more of a step program to allow them to go through the system. Right now everyone who comes in on new charges are together with the detox population. The suicide watches are all separated, but they do run out of room for them so they have to get creative as to where to put them. These are individuals who come into jail on charges.

Pritzl explained that Winnebago can do some different things because of their size and the staffing they have so there are some different response capabilities we do not have here. They have a forensic unit and a secure unit. Winnebago is a state facility and has a few different control measures than Brown County does. The basic concept of the hospital is relatively similar between Winnebago and Brown County. Pritzl said there is more control over people in the criminal justice system than in the mental health system. The threshold of putting someone through a restrictive custody situation in the mental health side and going through a full commitment is higher than the criminal justice side. Pritzl feels there are people in jail that could be treated elsewhere, but the notion of all of them transferring out and being in the hospital instead is not true. The question is how we can create settings to get the treatment they need. If someone has a criminal charge and they come to Nicolet and then want to leave and do not have a treatable condition at the moment, they can leave the facility and go back to jail. Pritzl continued that those that are only on the mental health substance use side can leave. Weber said then those people go out and commit a crime and end up in jail. Pritzl agreed and said it is really more what happens outside the walls than inside the walls plus what the other options for living are that can be more supportive than jail, a hospital or CBRF. Pritzl said there are gaps there because we do not see the environments where people can live and get the support they need without being behind a locked door. Zima said with good mental health services, some people never reach the criminal stage. He would like to see help in the jail for mental health issues because it is a necessity. Borchardt said sometimes the only place to get help for mental health issues is at the jail because of the barriers getting into the mental health system. Zima said we want to

think of treatment in the hospital, not the jail and that was the idea of expanding to go back to at least the size we had before if not larger to become more of a regional center.

Hoyer asked if the State realizes that the facilities at Trempealeau and Winnebago are not adequate enough to handle the current needs. Pritzl responded that Winnebago has a waiting list for those who are awaiting trial because of competency. They have increased their staffing in the state budget so they can increase their capacity and they are also doing some facility changes at Mendota in Madison to get capacity up.

**4. Discussion – Identifying goals and quantifying the needs of our community.**

Birmingham feels sometimes the needs start even before a person presents in crisis. It is no secret that mental health issues are nationwide issues and she feels Brown County is saturated in terms of services but we still have to figure out how all of the different components can work better together to make the appropriate connections to keep people from getting to the point of a crisis. She feels utilizing the natural strengths and abilities that people already have could be cultivated a little more through parenting, the school system, etc. but this would more of a public health education component.

Pritzl said one of the key things we need to figure out is why people do not access treatment and what can be done to get more people to access treatment before they end up in jail or a locked psychiatric facility. Zima feels there needs to be more outreach and he has been saying this for three years. Connections for Mental Wellness representative Bree Decker said one of the things they try to do at Connections for Mental Wellness is make options and available resources more readily available and visible in the community by partnering with a lot of different agencies to make that information more available. Executive Director of Connections for Mental Wellness Rebecca Fairman noted that just because we are marketing and saying we have all these services does not necessarily mean there is capacity to serve. What is happening in Brown County is the same thing that is happening statewide and nationwide of not having enough mental health professionals to provide specialized services. It is somewhat of a double edged sword in that there are issues on the need side as well as issues on the service side. Hoyer added that there is not really any state that we can look at to see what they are doing because all of the states are in a similar position. Decker agreed and said there is a need for psychiatrists, psychologists, counselors and therapists to provide what is needed.

Weber reminded that the purpose of this subcommittee is to find things the county can do to help as well as identify the gaps. Connections is working on education things and they are getting into workplaces and are also in the school districts. She feels this subcommittee needs to work on building or hiring, pay more or doing more legislating. This subcommittee recognizes that we need more community outreach and less arresting people and throwing them into a psych facility that we do not have. We have to figure out what we need to do with the people in those facilities. Decker added that even if there were beds or rooms, there also needs to be services attached to that. We can build places and add beds, but it is more than that; it is having the services that are connected to that.

Pritzl said county dollars are not enough for this. We need to educate the state on the importance of keeping things in the budget for things like crisis stabilization so we can at least try to access the funds to provide the services we need. We need a shared state – county ongoing sustainable option. To get started, we need state support and some of the rules need to be looked at because sometimes those become a barrier.

Zima added we all know there is a capacity issue. If that is solved, it would likely be easier to get people to fund it. There is a problem with standards such as lack of service providers in the mental health field. He feels the psychiatric qualifications are very overrated. He feels they are treating the symptoms of mental illness, and not really the mental illness itself and we need to get the state and federal level to look at standards. Zima continued that the people making the decisions on the psychotropic drugs do not spend enough time with patients and it

seems to be by and large a trial and error process and we do not really need psychiatrists to treat the problems; we need intelligent people who understand the medications to treat the symptoms. He does not believe we need to pay \$250,000 a year plus benefits to make trial and error decisions.

Allen noted that Bellin is always talking about having bed space, but not enough staff. He understands county employees are a little different in terms of the benefit package and asked if Pritzl felt the county would have as much difficulty with staffing if the county increased their number of beds. Pritzl said he feels the county would have the same problems that everyone else is having when it comes to staffing. Zima said we have to start asking the legislatures for things like this or we need to raise the levy limit. Birmingham asked about the county staffing and Pritzl explained they operate with a combination of RNs and CNAs and psychiatrists. Birmingham noted the nationwide shortage of CNAs and PCWs and that extends into medical and psychiatric facilities and can also make the hiring piece difficult. Pritzl agreed and said it is difficult to hire staff in general and if the county would need to hire a psychiatrist they would likely have to go through a recruiting firm. Expanding facilities would lead to expanding recruitments and that is very difficult.

Borchardt asked if anything is being done with the Medical College of Wisconsin as far as networking with the students there or working with directors to attempt to get some of those students. Pritzl said as a community there have been a lot of efforts by Bellin and Winnebago to try to get graduates to stay in the area. Most of the connecting the the county has is focused on the nursing programs. There is not an option to offer a full blown residency, but the county does offer an elective for psychiatry. There are a lot of partnerships with higher education, but those are not free.

Zima reiterated we have to look at expanding the standards of who can provide certain types of treatments so the staffing shortages do not exist. We have to try to get to the people who make a difference. He does not feel someone needs 12 -15 years of education to do the trial and error medicating. He feels we need to get at the root problem and questioned if there should be a subcommittee to take this problem to the state or federal level to look at the standards as he feels the standards are way too high to administer psychotropic drugs. Pritzl responded it would be interesting to look at what other states are doing in terms of who they allow to prescribe that Wisconsin is not such as psychologists, physician assistants or RNs. Pritzl said there may be options such as having one psychiatrist overseeing several people or something like that, but he has not looked into that.

Pritzl questioned if there were certain times or events where it would be helpful to have outreach teams present to be more proactive, events like large sporting events, the Fourth of July celebration, maybe the Fair or other larger events. Weber commented it was nice to see that the GBPD had a booth at the recent Pride Alive celebration. Borchardt added it would be positive to have some outreach for people to connect with at any of the events going on to provide information. Pritzl is talking about having more trained crisis staff at events to provide more targeted assistance. Birmingham said another place that it may be helpful to have some people available would be the Green Bay Metro Center. It was noted however that it may not be that likely that people would actually reach out to people onsite as there are a lot of people who do not take advantage of the help that is available. Zima mentioned the GBPD staff that is trained in mental health and said they do a wonderful job and maybe we should look at expanding that program.

**5. Update – Outreach Efforts.**

*Although this agenda item was not specifically discussed here, there were discussions above regarding outreach.*

**6. Update – Criminal Justice Services.**

*This item was not discussed.*

**7. Such other matters as authorized by law.**

Hoyer said out of the discussion there are a few questions that should likely be included on a more targeted agenda to address them. These questions are as follows;

1. What can the county do with the money we now have as well as legislatively.
2. In terms of the .5% sales tax, there is an allocation for this year and next year, and there is also a mental health infrastructure bundle closer to 2022 or 2023 and we should start looking at that and thinking about what we could or should do with that.
3. What other states are doing and whether we can we learn anything from outside of the community or county to come up with better solutions to move forward and implement some of those ideas.

Zima feels we should also be talking about some of the topics we talked about here today more intensely.

Borchardt informed that Officer Gerarden is attending a national conference on crisis intervention and she feels it may be a good idea to ask her to come and talk to the subcommittee about what she learned there.

The next meeting date was discussed and it was decided that the next meeting of this subcommittee will be on October 16 at noon.

Zima asked about what the architects are working on at the CTC and asked if there are any drawings available. Pritzl said they are looking at a 4000 square foot addition that would accommodate all of the Crisis Center, exam rooms and crisis rooms. There are not drawings available yet but they are working on it. Hoyer said he will include the design of the facility on the next agenda.

**8. Adjourn.**

**Motion made by Guy Zima, seconded by Stephanie Birmingham to adjourn at 1:26 pm. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio  
Recording Secretary

**BROWN COUNTY HEALTH & HUMAN SERVICES**

111 N. Jefferson Street

P.O. Box 22188

Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

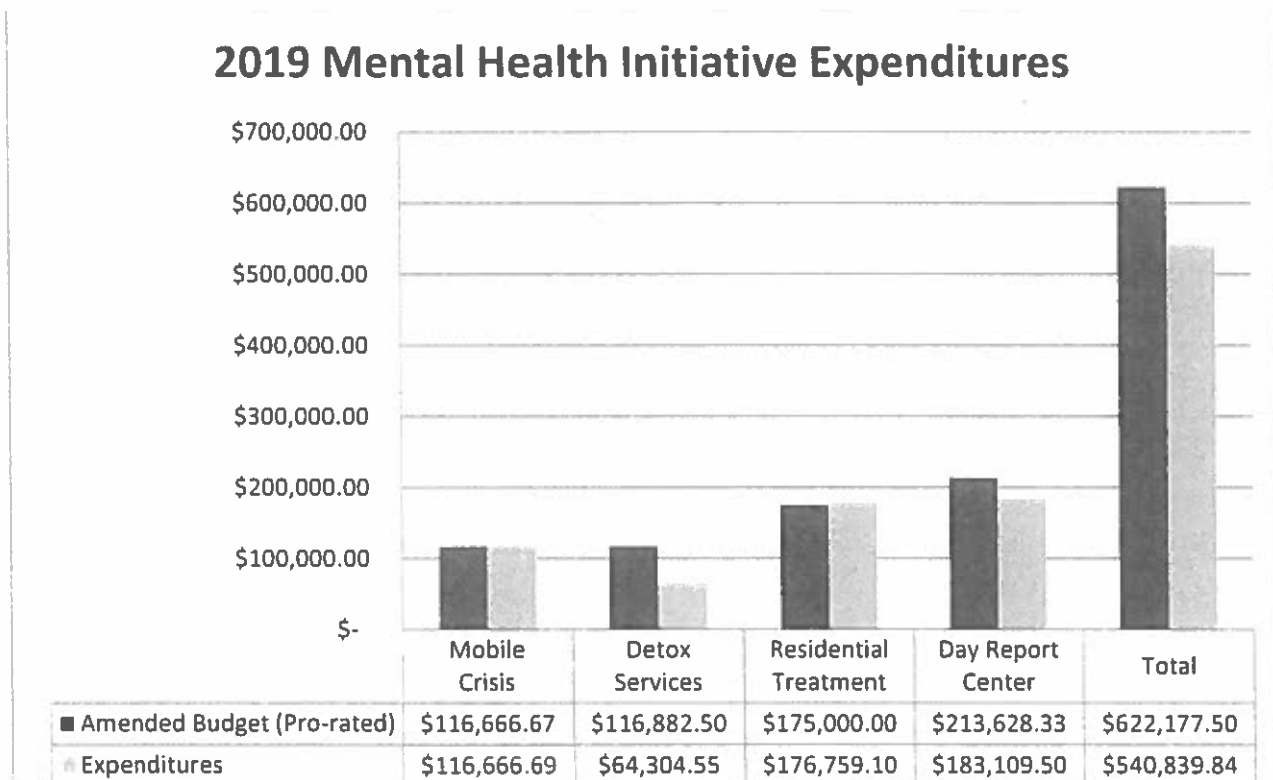
To: Mental Health Treatment Sub-Committee  
Human Services Committee

From: Erik Pritzl, Executive Director

Date: August 21, 2019

Re: 2019 Expenditures YTD

The chart below provides a summary of expenditures in the four different areas for January-August, 2019. This information is current through August 16, 2019.





**PROCEEDINGS OF THE BROWN COUNTY  
VETERANS' RECOGNITION SUBCOMMITTEE**

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the Brown County Veterans' Recognition Subcommittee was held on Tuesday, September 17, 2019 at 4:30 pm in Room 201 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

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**PRESENT:** Chair Erickson, Ed Koslowski, Joe Aulik, Joan Brusky, Ken Corry, Jim Haskins, Duane Pierce, Jerry Polus

**EXCUSED:** Louise Dahlke

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**1. Call Meeting to Order.**

The meeting was called to order by Chair Bernie Erickson at 4:30 pm.

**2. Approve/Modify Agenda.**

Motion made by Jim Haskins, seconded by Joan Brusky to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**3. Approve/Modify Minutes of August 20, 2019.**

Motion made by Duane Pierce, seconded by Joan Brusky to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**4. Invocation.**

Jim Haskins gave the invocation at this time.

**5. Budget Status Financial Report for July 2019 (unaudited).**

Chair Erickson informed this was included in the agenda packet and the numbers looks good at this time.

Motion made by Duane Pierce, seconded by Jim Haskins to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**6. Update re: Honor Rewards Program.**

CVSO Joe Aulik informed there have not been any changes since his last update at the last meeting.

**7. Discussion re: Veterans Day.**

Ed Koslowski informed he just sent out the list he had from 2018 as well as a list for the start of 2019. The only information he has received so far is with regard to the event at the Yacht Club. He will be e-mailing businesses that had offers last year to see if they will be participating this year. He intends to also add in those national businesses that have offers. Erickson urged Koslowski to contact Austin's and Schlotzky's Deli as they are good supporters of veterans. Several other businesses were discussed and Koslowski will contact them. He noted that he will also be reaching out to businesses in the surrounding communities to see if they have offers as well. Erickson suggested Koslowski google business associations for area communities to get more information on the businesses in their respective areas. Erickson reminded Koslowski to contact Deputy Executive Jeff Flynt when the final list is ready so Flynt can distribute it to the media.

**8. Discussion re: Honor Flight of Champions – October 19, 2019.**

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Erickson informed there will be another Honor Flight out of Green Bay. The Flight of Champions will be on October 19 and is part of the Stars and Stripes program. The Flight of Champions is being sponsored by the Packers, Brewers and Bucks along with local sponsors Bellin, Schneider, Johnsonville, WPS and one other sponsor. There has been a donation of flags for the welcome back festivities. The sponsors are providing a lot of volunteers to help out and are able to pick veterans from their organizations to go on the flight. Several more volunteers are needed and Aulik is working on getting those. Corry said they could provide an honor guard if needed or other volunteers. Erickson noted that if someone says they will volunteer, they absolutely have to do it and have to attend a mandatory training on October 18. There will be a press release at Lambeau Field on October 2 at 10:30 am regarding the flight. Speakers will include Mark Murphy, Troy Streckenbach, a veteran and a Packer. Brusky asked about the return home celebration and also volunteered to be at the airport on the morning of the flight to help out.

**9. Report from CVSO Joe Aulik.**

Aulik said the big thing he was going to report on was the Honor Flight which the group just talked about.

**10. Report from Committee Members Present (Erickson, Aulik, Brusky, Corry, Dahlke, Haskins, Koslowski, Metoxen, Pierce, Polus).**

-Erickson did not have anything to report that was not already discussed above.

-Aulik did not have anything to report that was not already discussed above.

-Brusky informed she will be working with Koslowski on calling for the Veterans Day offers.

-Corry informed the Fourth HOOAH Veterans Suicide Walk will be held on November 9 at 8:00 am. This event is usually attended by 1,000 - 1,200 people. Registration starts at 6:00 am and the walk starts at 8:00 am. There will be several veterans organization on hand and there will also be QPR training following the ruck march. Registration fee is \$25 and all money raised will go to Fourth HOOAH to help local veterans. The event last year raised roughly \$100,000. There is a 2 mile route along with a 20 mile route. More information is available at <https://hooahinc.org/event/2019-wi-march/>. Corry talked about some of the things 4<sup>th</sup> HOOAH is doing with the funds raised throughout the state as well as some of their other fundraising events.

Corry also informed VFW Post 2037 is doing a beer mile on September 21. There will be root beer, beer or water. Participants run a total of one mile, stopping every quarter mile to drink 12 ounces of beverages. This event will begin at noon at Stillmark Brewery.

-Haskins referenced a recent newspaper article regarding a bill being proposed that would pay for searches for missing service members from Wisconsin. There are more than 1500 Wisconsinites missing in warzones. If the bill is approved by lawmakers it would pay \$180,000 annually to the University of Wisconsin MIA Recovery and Identification Project which has helped find and identify the remains of three services members killed in WWII. Wisconsin would be the first state to pay for recovery missions of its fallen. Haskins read the remainder of the article to the group.

-Koslowski stated his veterans group is having a meat raffle on September 28 at 2:00 pm at Shoots.

-Pierce informed that at 7:00 pm on Friday night the POW/MIA candlelight ceremony will be held at the POW flagpole at the courthouse. He also talked about the time he spent in Manitowoc at the Wall That Heals. The weather was not that cooperative and the attendance was not what they had hoped for, but it was still a good event. Pierce concluded by saying that Old Glory Honor Flights are planning for May 2020 to have a Return to Korea trip. There is not a specific date yet but he will keep the group updated on this.

-Polus offered his support to Aulik and the rest of the Flight of Champions committee. He asked how many veterans will be on the flight and Aulik said there will be about 90 on the Green Bay flight and two more flights will be leaving out of Milwaukee.

*2e*

11. **Such Other Matters as Authorized by Law. None.**

12. **Adjourn.**

**Motion made by Jim Haskins, seconded by Ken Corry to adjourn at 5:10 pm. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio  
Administrative Specialist

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## BROWN COUNTY HEALTH & HUMAN SERVICES

111 N. Jefferson Street  
P.O. Box 22188  
Green Bay, WI 54305-2188



Erik Pritzl, Executive Director

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Phone (920) 448-6000 Fax (920) 448-6166

To: Human Services Board  
Human Services Committee

From: Erik Pritzl, Executive Director

Date: October 10, 2019

Re: Executive Director's Report

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### **Secure Residential Care Center for Children and Youth (SRCCCY)**

The SRCCCY and Secure Detention facility proposed by Brown County has been included in the statewide plan submitted by the Juvenile Corrections Grant Committee to the Joint Committee on Finance. The total estimated amount for all facilities submitted to the JCF was \$114.56M, and Brown County's facility was \$43M. The State portion of all facilities was \$110.96M, with Brown County's portion of that being \$40.88M. The amount budgeted for State bonds was \$80M.

According to the plan submitted by the Juvenile Corrections Grant Committee, the statewide plan is estimated to be 52-66 beds short of the SRCCCY-eligible youth from Lincoln Hills and Copper Lake. It was also noted in the plan that there is not a facility closer to the populations from the Northern and Western parts of the state. As of this date, 17 counties in the Northeast area of Wisconsin have provided letters of support along with the Brown County District Attorney.

An encouraging statement in the plan is that it was noted counties have expressed concerns regarding the need for ongoing operational funding. This is an important issue to raise when the next state biennial budget is being prepared.

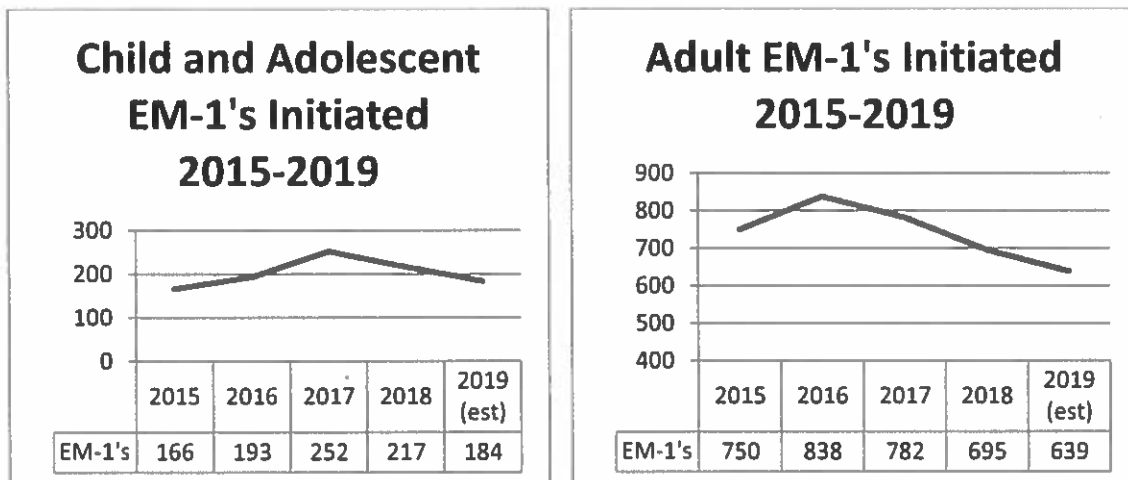
### **Child Welfare**

A number of people from Brown County attended the recent Child Welfare and the Courts conference, which focused on timely permanency for children. Attendees included Child Protective Services Supervisors, Judges, Court Commissioners, State Public Defenders, a Guardian ad Litem representative, Court Appointed Special Advocates (CASA) leadership, and myself. In addition to the key note and breakout sessions that were held, there was time for team meetings set aside each day to start identifying next steps and issues to work on. For our small group, our first meeting was held on October 10<sup>th</sup>, and there will be quarterly meetings to talk about how to improve court services for children and families.

The department is also looking at the option of initiating a Family Drug Court, or Family Recovery Court as they are sometimes known. We currently serve families in the Child Protective Services area that have a parent or caregiver with substance use issues, and the Treatment Courts also have established courts where a parent might be engaged. By creating a dedicated court, we could have a more coordinated approach to address the issues of substance use and child welfare. Examples of counties that have implemented these types of courts include Milwaukee, Walworth and Rock. This is in the early stage of exploration here.

### Emergency Detentions

We continue to see a decreasing trend in emergency detentions (EM-1's) initiated for both adults and children.



The number of admissions out of Brown County decreased in the third quarter of the year. We will continue to monitor out of county placements, and promote the use of facilities in Brown County as a primary resource.

### Community Treatment Center

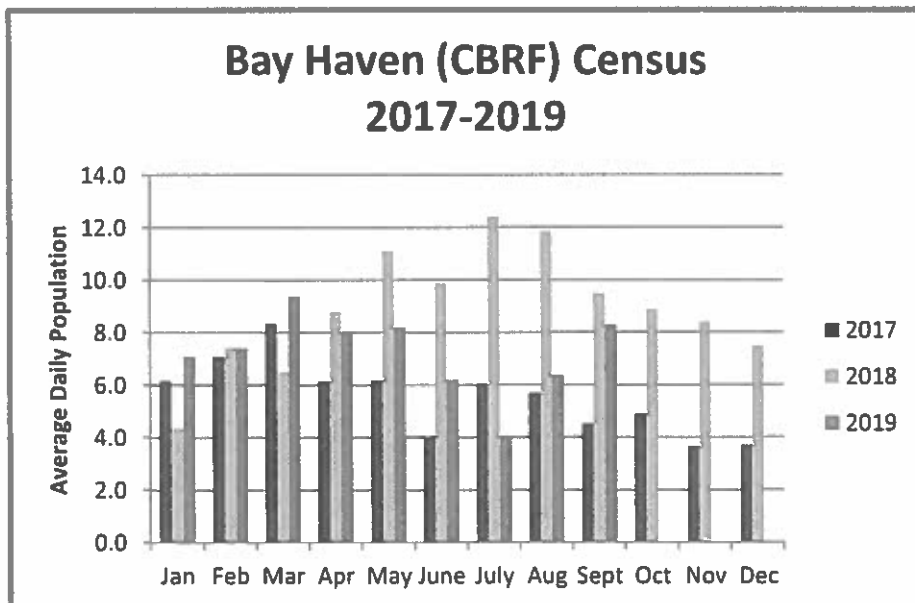
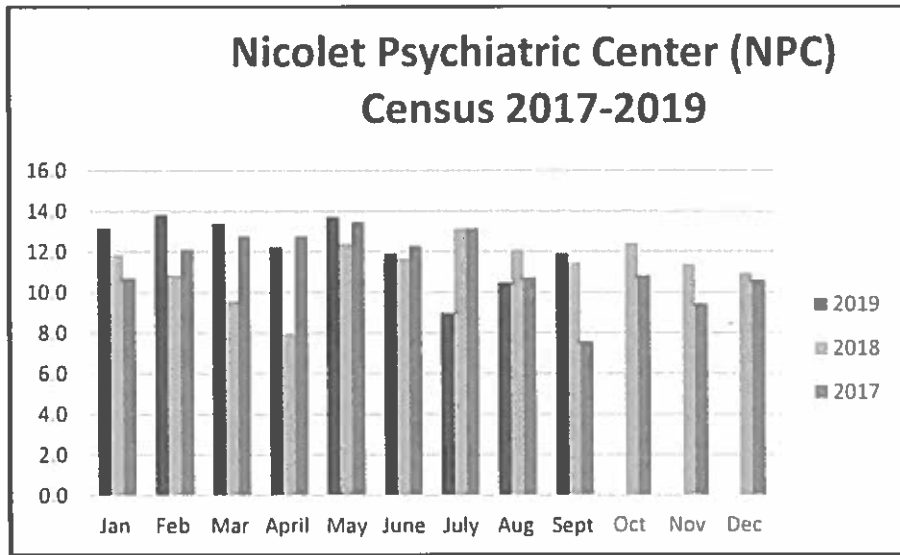
The Community Treatment Center had three achievements to note in September. These include:

- Debra Meyer, Social Worker, was named Social Worker of the year by the Wisconsin Nursing Home Association. Deb will receive her award at the annual conference, and it is wonderful to see a Brown County staff member recognized for her work.
- The Bayshore Village Nursing Home was found to be in compliance with regulations during the annual survey and had no patient care deficiencies noted.
- In September there were no seclusion minutes on the Nicolet Psychiatric Center unit. This was an improvement project, and getting to zero was a significant achievement.

Census at our Community Treatment Center units continues to be higher in 2019 compared to 2018. The average daily census for September at the Nicolet Psychiatric Center was 11.9, and

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the average daily census at Bay Haven (CBRF) for May was 6.2. Three years of average daily census at the Nicolet Psychiatric Center (NPC) are presented visually in the charts below.



## BROWN COUNTY HEALTH & HUMAN SERVICES

111 N. Jefferson Street  
P.O. Box 22188  
Green Bay, WI 54305-3600



Phone (920) 448-6000 Fax (920) 448-6166

Erik Pritzl, Executive Director

To: Human Services Board and Human Services Committee

Date: October 10, 2019

Subject: 8/31/19 YTD Financial Results for Community Treatment Center and Community Services

### Community Treatment Center

Results for the Community Treatment Center as of 8/31/19 show revenues at 73.0% of the annual budget and expenses at 66.8% compared to a benchmark of 66.7% for eight months. The significant favorable revenue variance for 2019 continues to include the impact of higher census than projected for Nicolet Psychiatric Center. Also, in August an unexpected prior year Nursing Home Supplemental payment was received from the state in the amount of \$514,992. Facility expenses are very close to budget YTD resulting in an overall favorable variance of \$815,367 for the first eight months of the year.

8/31/19 YTD census compared to budget is as follows:

<u>Average Daily Census</u>	<u>YTD</u>	<u>Budget</u>
Bayshore Village Nursing Home	60.6	61.3
Nicolet Psychiatric Center	12.2	10.7
Bay Haven CBRF	7.0	7.9

### Community Services

Year-to-date financial results for Community Services include revenues at 67.7% of the annual budget which is 1.0% higher than the benchmark of 66.7%. Expenses are 2.1% over the benchmark for eight months of operations resulting in an overall unfavorable YTD budget variance of \$617,690.

The chart below summarizes some of the most significant individual program revenue and expense variances contributing to this overall budget variance.

<u>Revenues</u>	<u>YTD Budget Variance Favorable (Unfavorable)</u>
State Grant revenue - CLTS TPA* vendor payments	\$1,222,108
State Grant revenue - prior year CLTS / CCOP adjustment	(336,498)
<u>Expenses</u>	
Personnel Costs (including \$372,741 for Employee Benefits)	478,069
Purchased Services – CLTS TPA* vendor service costs	(1,222,108)
Purchased Services – State Mental Health Stays (Adults)	(276,093)
Purchased Services – State Mental Health Stays (Children)	(195,746)
Purchased Services – Juvenile Justice Residential Care Centers	(192,367)
Purchased Services – Juvenile Justice Correctional Facilities	(176,356)

\* Note: Third Party Administrator for CLTS is WPS (Wisconsin Physician Service)

Respectfully Submitted,

Eric Johnson, Finance Manager

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## Community Treatment Center

Through 08/31/19  
Prior Fiscal Year Activity Included  
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
<b>Fund 630 - Community Treatment Center</b>								
<b>REVENUE</b>								
Property taxes	3,200,420.00	.00	3,200,420.00	266,701.67	2,133,613.36	1,066,806.64	66.7%	2,132,806.64
Intergov Revenue	4,194,042.00	.00	4,194,042.00	864,518.95	3,448,520.48	745,521.52	82.2%	3,432,859.19
Public Charges	4,004,411.00	1,501.00	4,005,912.00	211,616.47	2,896,746.72	1,109,165.28	72.3%	3,000,577.19
Miscellaneous Revenue	1,554,137.00	.00	1,554,137.00	104,009.90	935,327.06	618,809.94	60.2%	993,530.68
Other Financing Sources	.00	155,693.00	155,693.00	.00	155,693.00	.00	100.0%	65,518.03
<b>REVENUE TOTALS</b>	<b>\$12,953,010.00</b>	<b>\$157,194.00</b>	<b>\$13,110,204.00</b>	<b>\$1,446,846.99</b>	<b>\$9,569,900.62</b>	<b>\$3,540,303.38</b>	<b>73.0%</b>	<b>\$9,625,291.73</b>
<b>EXPENSE</b>								
Personnel Costs	9,134,103.00	120,194.00	9,254,297.00	704,042.13	6,172,661.27	3,081,635.73	66.7%	6,450,543.14
Operating Expenses	4,305,357.00	87,000.00	4,392,357.00	366,799.24	2,963,335.99	1,372,988.41	67.5%	2,863,504.50
Outlay	87,000.00	(50,000.00)	37,000.00	.00	836.32	36,163.68	2.3%	6,804.75
<b>EXPENSE TOTALS</b>	<b>\$13,526,460.00</b>	<b>\$157,194.00</b>	<b>\$13,683,654.00</b>	<b>\$1,070,841.37</b>	<b>\$9,136,833.58</b>	<b>\$4,490,787.82</b>	<b>66.8%</b>	<b>\$9,320,852.39</b>
<b>Fund 630 - Community Treatment Center Totals</b>								
<b>REVENUE TOTALS</b>	<b>12,953,010.00</b>	<b>157,194.00</b>	<b>13,110,204.00</b>	<b>1,446,846.99</b>	<b>9,569,900.62</b>	<b>3,540,303.38</b>	<b>73.0%</b>	<b>9,625,291.73</b>
<b>EXPENSE TOTALS</b>	<b>13,526,460.00</b>	<b>157,194.00</b>	<b>13,683,654.00</b>	<b>1,070,841.37</b>	<b>9,136,833.58</b>	<b>4,490,787.82</b>	<b>66.8%</b>	<b>9,320,852.39</b>
<b>Grand Totals</b>	<b>(\$573,450.00)</b>	<b>\$0.00</b>	<b>(\$573,450.00)</b>	<b>\$376,005.62</b>	<b>\$433,067.04</b>	<b>(\$950,484.44)</b>		<b>\$304,439.34</b>





## Community Services

Through 08/31/19  
Prior Fiscal Year Activity Included  
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
<b>Fund 201 - Community Services</b>								
<b>REVENUE</b>								
Property Taxes	15,986,348.00	.00	15,986,348.00	1,332,195.69	10,657,565.52	5,328,782.48	66.7%	10,781,852.00
Intergov Revenue	33,020,137.00	378,689.00	33,398,826.00	3,124,804.10	22,545,869.10	10,852,956.90	67.5%	21,333,355.82
Public Charges	2,263,051.00	11,400.00	2,274,451.00	206,482.81	1,551,278.22	723,172.78	68.2%	1,367,114.51
Miscellaneous Revenue	86,250.00	36,639.00	122,889.00	14,150.25	111,076.73	11,812.27	90.4%	172,616.50
Other Financing Sources	36,639.00	578,352.00	614,991.00	.00	614,991.00	.00	100.0%	257,287.25
<b>REVENUE TOTALS</b>	<b>\$51,392,425.00</b>	<b>\$1,005,080.00</b>	<b>\$52,397,505.00</b>	<b>\$4,677,632.85</b>	<b>\$35,480,780.57</b>	<b>\$16,916,724.43</b>	<b>67.7%</b>	<b>\$33,912,226.08</b>
<b>EXPENSE</b>								
Personnel Costs	20,122,872.00	889,476.00	21,012,348.00	1,645,661.63	13,530,162.74	7,482,185.26	64.4%	12,997,098.61
Operating Expenses	31,141,553.00	115,604.00	31,257,157.00	3,188,445.51	22,537,743.41	8,688,849.28	72.1%	21,906,043.40
Outlay	128,000.00	.00	128,000.00	.00	.00	128,000.00	0.0%	30,537.03
<b>EXPENSE TOTALS</b>	<b>\$51,392,425.00</b>	<b>\$1,005,080.00</b>	<b>\$52,397,505.00</b>	<b>\$4,834,107.14</b>	<b>\$36,067,906.15</b>	<b>\$16,299,034.54</b>	<b>68.8%</b>	<b>\$34,933,679.04</b>
<b>Fund 201 - Community Services Totals</b>								
<b>REVENUE TOTALS</b>	<b>51,392,425.00</b>	<b>1,005,080.00</b>	<b>52,397,505.00</b>	<b>4,677,632.85</b>	<b>35,480,780.57</b>	<b>16,916,724.43</b>	<b>67.7%</b>	<b>33,912,226.08</b>
<b>EXPENSE TOTALS</b>	<b>51,392,425.00</b>	<b>1,005,080.00</b>	<b>52,397,505.00</b>	<b>4,834,107.14</b>	<b>36,067,906.15</b>	<b>16,299,034.54</b>	<b>68.8%</b>	<b>34,933,679.04</b>
<b>Grand Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$156,474.29)</b>	<b>(\$587,125.58)</b>	<b>\$617,689.89</b>		<b>(\$1,021,452.96)</b>

BROWN COUNTY COMMUNITY TREATMENT CENTER SEPTEMBER 2019 BAY HAVEN STATISTICS							
	SEPTEMBER	YTD 2019	YTD 2018		SEPTEMBER	YTD 2019	YTD 2018
<b>ADMISSIONS</b>							
Voluntary - Mental Illness	26	289	246	<b>AVERAGE DAILY CENSUS</b>	8.2	7.1	9.0
Emergency Detention - Mental Illness	0	0	0				
Return from Conditional Release	0	0	0	<b>INPATIENT SERVICE DAYS</b>	245	1951	2460
Court Order - Prelim Mental Illness	0	0	0				
Court Order - Final Hearing	0	0	0	<b>BED OCCUPANCY</b>	54%	48%	60%
Other - EPP	0	1	11				
<b>TOTAL</b>	<b>26</b>	<b>290</b>	<b>257</b>	<b>DISCHARGES</b>	<b>25</b>	<b>289</b>	<b>248</b>
<b>READMIT WITHIN 30 DAYS</b>				<b>DISCHARGE DAYS</b>	150	2200	1968
Readmit within 30 days	2	26	28				
				<b>AVERAGE LENGTH OF STAY</b>	6	7.6	8
<b>IN/OUT</b>	3	17	26				
<b>ADMISSIONS BY COUNTY</b>				<b>AVERAGE LOS BY COUNTY</b>			
Brown	24	253	217	Brown	10	8	12
Door	1	9	2	Door	4	4	4
Kewaunee	0	4	1	Kewaunee	0	2	0
Oconto	1	6	9	Oconto	2	3	13
Marinette	0	0	0	Marinette	0	0	0
Shawano	0	9	15	Shawano	0	2	7
Waupaca	0	0	1	Waupaca	0	0	0
Menominee	0	0	0	Menominee	0	0	0
Outagamie	0	3	6	Outagamie	0	4	15
Manitowoc	0	1	1	Manitowoc	0	0	1
Winnebago	0	0	1	Winnebago	0	0	0
Other	0	5	4	Other	0	1	49
<b>TOTAL</b>	<b>26</b>	<b>290</b>	<b>257</b>	<b>TOTAL</b>	<b>6</b>	<b>7</b>	<b>8</b>

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**BROWN COUNTY COMMUNITY TREATMENT CENTER  
SEPTEMBER 2019 NICOLET PSYCHIATRIC CENTER STATISTICS**

	SEPTEMBER	YTD 2019	YTD 2018		SEPTEMBER	YTD 2019	YTD 2018
<b>ADMISSIONS</b>							
Voluntary - Mental Illness	17	135	132	<b>AVERAGE DAILY CENSUS</b>	11.9	12.2	11.2
Emergency Detention - Mental Illness	35	297	382				
Return from Conditional Release	5	71	63	<b>INPATIENT SERVICE DAYS</b>	357	3319	3067
Court Order - Prelim Mental Illness	0	0	0				
Court Order - Final Hearing	0	5	6	<b>BED OCCUPANCY</b>	74%	76%	70%
Other	0	0	1				
<b>TOTAL</b>	<b>57</b>	<b>508</b>	<b>584</b>	<b>DISCHARGES</b>	<b>54</b>	<b>506</b>	<b>579</b>
<b>READMIT WITHIN 30 DAYS</b>				<b>DISCHARGE DAYS</b>	<b>291</b>	<b>3250</b>	<b>2959</b>
Readmit within 30 days	4	68	51				
				<b>AVERAGE LENGTH OF STAY</b>	<b>5</b>	<b>6</b>	<b>5</b>
<b>IN/OUT</b>	<b>2</b>	<b>21</b>	<b>16</b>				
<b>ADMISSIONS BY COUNTY</b>				<b>AVERAGE LOS BY COUNTY</b>			
Brown	47	449	476	Brown	7	6	5
Door	1	6	8	Door	3	4	4
Kewaunee	0	2	4	Kewaunee	0	0	2
Oconto	2	10	15	Oconto	2	3	2
Marinette	0	0	12	Marinette	0	0	4
Shawano	0	6	7	Shawano	3	4	1
Waupaca	0	0	1	Waupaca	0	0	0
Menominee	0	3	0	Menominee	0	0	0
Outagamie	0	8	14	Outagamie	0	3	2
Manitowoc	1	7	15	Manitowoc	13	8	5
Winnebago	0	0	2	Winnebago	0	0	2
Other	6	17	30	Other	3	5	12
<b>TOTAL</b>	<b>57</b>	<b>508</b>	<b>584</b>	<b>TOTAL</b>	<b>5</b>	<b>6</b>	<b>5</b>

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Bayshore Village  
SEPTEMBER  
2019 Statistics

NURSING HOME			
ADMISSIONS	SEPT 2019	Yr to Date 2019	Yr to Date 2018
From Nicolet Psychiatric Center	0	1	1
From General Hospital	0	0	3
From Nursing Home	0	5	0
From Home	0	0	1
From Residential Care Facilities	0	1	0
Protective Placement	2	20	19
Other	0	0	0
Total	2	27	24
Re-admit from hospital stay (Unit chart was not closed)	1	1	0
DISCHARGES	SEPT 2019	Yr to Date 2019	Yr to Date
To Nicolet Psychiatric Center	0	0	1
To General Hospital	0	0	0
To Nursing Home	0	0	1
To Home	1	1	6
To Alternate Care Programs	0	0	0
To Residential Care Facilities	0	8	12
Expired	2	13	6
Other	0	1	1
Total	3	23	27
Bed Occupancy Including Payable (Bed Hold Days)	95.5	95.5	95.7
D/C to Hospital (Unit chart not closed)	1	1	0
Total Service Days	SEPT 2019	Yr to Date 2019	Yr to Date 2018
SNF - (Skilled Nursing Facility)	1805	16471	16471
Paid Bed Hold Days	14	36	109
Total Payable Days	1819	16507	16580
Unpaid Bed Hold Days	0	5	0
Total	1819	16512	16580
Number days D/C to hospital (not billable)	1	1	0
Average Daily Census	SEP 2019	Yr to Date 2019	Yr to Date 2018
Avg. Census (Payable Days) (total days/total beds)	96.2	95.9	96.4
Avg. Census (All Days) (total days/total beds)	96.2	96.0	96.4
Avg. Daily Census Bayshore Village(63 Beds)	60.2	60.4	60.7
** Nursing Home client with DD1A Level of Care			

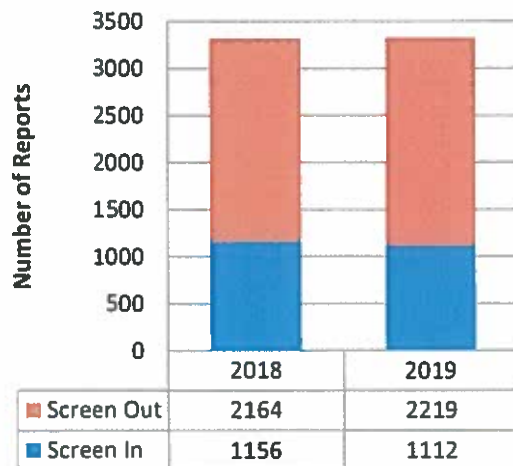
## CTC Double Shifts Worked — September 1-30, 2019

Employee Name	Classification	Date(s)	Shifts Worked
Begalke, John	CNA	September 15	AM / PM
		September 1, 2, 3, 5, 6, 8, 9, 11, 12, 17, 18, 21, 22, 23, 25, 26	PM / NOC
		September 19	NOC / AM
Dessart, Keri	CNA	September 22	AM / PM
Dimitrova, Maggie	CNA	September 7, 8, 14, 19, 21, 27	AM / PM
Harrill, Diane	CNA	September 1, 6, 10, 13, 14, 15, 17, 19, 23, 24, 26, 28, 29	PM / NOC
Harrill, Linda	CNA	September 21	AM / PM
Hottinger, Emily	CNA	September 1	AM / PM
Joachim, Bob	CNA	September 7, 8, 18, 22	AM / PM
Johnson, Candace	CNA	September 15	NOC / AM
Juidici, Hailey	CNA	September 24, 30	AM / PM
Kosterman, Kaela	CNA	September 14	PM / NOC
Molina, Brandon	CNA	September 14, 22	AM / PM
Pieper, Jenny	RN	September 8	PM / NOC
Rodriguez, Ana	RN	September 6	AM / PM
Seidl, Chelsea	CNA	September 29	NOC / AM
Spencer, Brenda	LPN	September 8	AM / PM
vonBerlichingen, Annelise	CNA	September 3, 15, 28	AM / PM

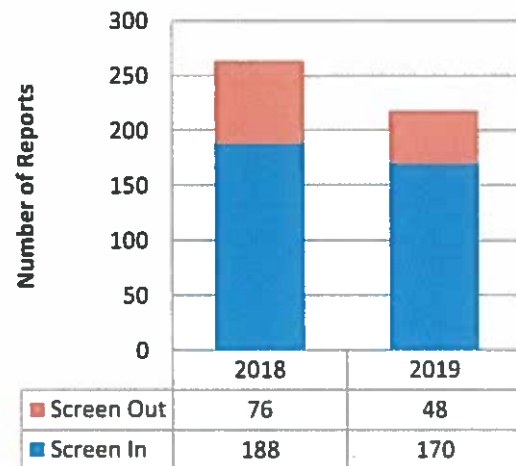
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# Child Protection Statistics: September, 2019

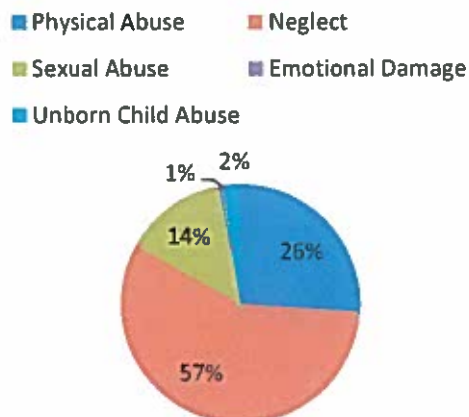
## Year to Date: CPS Referrals



## Year to Date: Service Requests

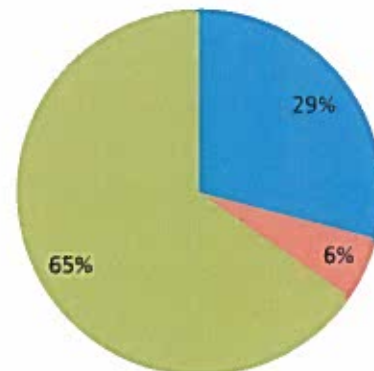


## CPS Allegation(s) of Maltreatment



## CPS Response Times

■ Same Day ■ 24-48 Hours ■ 5 Business Days



In the month of September the Child Protection Intake Team saw an increase of child protection referrals and screened in cases. The increase is not uncommon for the beginning of the school year and this included 36 same day/child protection emergency cases. The Department has between 3-5 staff available for these cases on a daily basis to ensure adequate coverage and response.

In regard to the Ongoing Team, they had several children reach permanency. Eight children achieved permanency through a guardianship, six children were safely returned to the parental home and one child was made eligible for adoption through a termination of parental rights. In addition to this, there were five cases that were closed.

**HEALTH AND HUMAN SERVICES  
2019 PROVIDER CONTRACT LIST - 10/2/2019**

Provider	Service(s) Description	Target Client	Updated Not-to-Exceed Amount
101 Mobility of Northeast WI Acceptational Minds LLC	Medical/therapeutic supplies and equipment and home modifications Living skills for autistic and/or behaviorally-challenged children and their families	Children Children	\$50,000 \$600,000
A & J Vans Inc.	Vehicle modifications for families with disabled children	Families of disabled children	\$65,000
Adams L AFH	3-4 bed traditional adult family home	MH/AODA	\$90,000
ADL Monitoring Solutions	UA observed collection and transport for veterans treatment court	AODA adults	\$20,000
Advocates for Healthy Transitional Living LLC	Treatment foster care placing agency and respite care	High behavioral needs children	\$945,000
Affinity Health	Inpatient detox services	MH/AODA	\$25,000
Almost Family	Supportive home care, children's respite	PD with MH issues; children with disabilities	\$20,000
Anderson, Campell Educational Teaching (ACE)	Daily living skills training	Children	\$60,000
Anna's House Assisted Living	CBRF (assisted living)	MH/AODA	\$100,000
ASPIRO Inc.	Birth to 3 services, respite, prevocational training, adult day programming	Children with disabilities	\$695,000
Assisted Living by Hillcrest (APV #1 and #2)	CBRF (assisted living) for APS use	At-risk adults	\$75,000
Bellin Health Occupational Health Solutions	Drug screenings and transporting inpatient clients to court	Adult parents	\$10,000
Bellin Psychiatric Center	Inpatient psychiatric and detox services	MH/AODA	\$250,000
Berry House (Robert E. Berry House)	CBRF (assisted living) that takes individuals with backgrounds in violent crimes	MH	\$115,000
Better Days Mentoring	Youth mentoring services, daily living skills, CCS services	Youth	\$320,000
Boll Adult Care Concepts	Corporate adult family home (assisted living) with CCS services for high needs behavioral health	MH/AODA	\$500,000
Brotoloc Health Care System	CBRF and corporate adult family homes (assisted living)	PD with MH issues	\$500,000
Caravel Autism Health	Social learning groups for children with social communication challenges	Children	\$20,000
Care for All Ages (CFAA)	CBRF (assisted living), child day care (day care used VERY sparingly)	PD with MH issues	\$35,000
Catholic Charities of the Diocese of GB	Teen Parenting program, fiscal agent services, domestic violence group	Teens	\$160,000
CP Center	Respite and daily living skills	Children with disabilities	\$75,000
Childrens Service Society	Treatment foster care placing agency	Children	\$10,000
Chileda Institute	Children high-needs residential care center (RCC)	High behavioral needs children	\$175,000
Cisler Construction	Home remodeling/modifications	Families of long-term care children	\$50,000
Clarity Care Inc.	CBRF (assisted living), home health care	PD with MH issues	\$10,000

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**HEALTH AND HUMAN SERVICES  
2019 PROVIDER CONTRACT LIST - 10/2/2019**

<b>Provider</b>	<b>Service(s) Description</b>	<b>Target Client</b>	<b>Updated Not-to-Exceed Amount</b>
Clinicare - Milwaukee Academy	Youth high-needs residential care center (RCC)	High behavioral needs children	\$145,000
Communication Pathways LLC	Social learning groups for children with social communication challenges	Children	\$60,000
Compass Development	CBRF (assisted living)	PD with MH issues	\$62,000
Cordoba Residence LLC	1-2 bed corporate adult family home (AKA 'Community Care Home') specializing in 1:1 care	MH needing 1:1 care	\$210,000
Curative Connections	Supportive home care, specialized transportation, prevocational training, daily living skills, CCS services	MH/AODA and LTC children	\$420,000
Curo Care LLC	Corporate adult family homes (assisted living)	PD with MH issues	\$200,000
Deer Path Assisted Living Inc.	CBRF, corporate adult family homes (assisted living)	MH/AODA	\$120,000
Dodge County (DBA Clearview Behavioral Health)	Brain injury rehabilitation center	Adults w/traumatic brain injury	\$285,000
Dynamic Family Solutions	Family counseling/treatment programs	Families of juvenile offenders	\$30,000
Encompass Child Care	Child day care	Children	\$50,000
Engberg AFH	1-2 bed traditional adult family home	MH	\$22,000
Exceptional Equestrians	Hippotherapy and therapeutic riding to clients with special needs	Children with disabilities	\$50,000
Expressive Therapies LLC	Music therapy for children	Children	\$32,000
Family Services of Northeast Wisconsin Inc.	CBRF (assisted living), CRISIS Center services, counseling, CCS services	MH/AODA, children	\$3,000,000
Family Training Program	Parenting/family skills training	CPS parents, parents of juvenile offenders	\$290,000
Family Works Programs, Inc.	Treatment foster care placing agency	Children	\$25,000
Foundations Health and Wholeness, Inc.	Treatment foster care placing agency and CCS Services	Children and adults	\$200,000
Friendship House	Group home for juvenile offenders	Juvenile offenders	\$100,000
The Gathering Place	CCS peer support services	MH/AODA	\$25,000
Generations Community Services	CCS services	Children	\$100,000
Golden House	Domestic abuse services	Adults in need	\$63,086
Gonzalez AFH	3-4 bed traditional adult family home	PD with MH issues	\$24,000
Goodwill Industries	Prevocational services	PD with MH issues	\$2,500
Green Bay Area Builders	Home remodeling/modifications	Families of long-term care children	\$50,000
Green Bay Transit Commission - NO CONTRACT	Bus passes for transportation to/from school, meetings with parents, etc.	CPS case children and adults	N/A
Greenfield Rehabilitation Agency, Inc.	Birth to 3 services	Children with disabilities	\$510,000

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**HEALTH AND HUMAN SERVICES  
2019 PROVIDER CONTRACT LIST - 10/2/2019**

<b>Provider</b>	<b>Service(s) Description</b>	<b>Target Client</b>	<b>Updated Not-to-Exceed Amount</b>
Helping Hands Caregivers	Supportive home care, children's respite	PD with MH issues; children with disabilities	\$25,000
Home Instead Senior Care	Supportive home care	PD with MH issues	\$8,000
Homes for Independent Living	CBRF (assisted living)	MH	\$200,000
HME Home Medical	Medical and therapeutic supplies and equipment	Children	\$55,000
Improved Living Services	Corporate adult family homes (assisted living), CCS services	MH	\$65,000
Independent Mobility Plus	Medical and therapeutic supplies and equipment	Children	\$50,000
Infinity Care Inc.	CBRF (assisted living), home health care	PD with MH issues	\$95,000
Innovative Services	Corporate adult family home (assisted living), CCS services, daily living skills, supportive home care	High-needs MH	\$1,850,000
Jackie Nitschke Center Inc.	AODA residential and intensive outpatient services	AODA adults and youth	\$150,000
Jacobs Fence	Fence building and repair	Families of long-term care children	\$90,000
KCC Fiscal Agent Services	Payor of client-hired personal care workers		\$985,000
KUEHG - Kindercare	Child day care	Children	\$85,000
Kismet Advocacy	Mentoring, living skills for autistic and/or behaviorally-challenged children and their families	Children	\$318,000
Kimbrough, Ellen AFH	1-2 bed traditional adult family home	MH	\$30,000
Lad Lake	Youth high-needs residential care center (RCC)	High behavioral needs children	\$150,000
Lutheran Social Services	CBRF (assisted living) with CCS services	MH/AODA	\$905,000
Lutheran Social Services (Homme Home)	Youth (all male) high-needs residential care center (RCC)	High behavioral needs children	\$615,000
Macht Village Programs Inc. (MVP)	Respite care, counseling, daily living skills, treatment foster care child placing agency	High behavioral needs children	\$700,000
Matthews Senior Living	CBRF (assisted living)	PD with MH issues	\$55,000
McCormick Memorial Home	CBRF (assisted living)	MH/AODA	\$60,000
Meridian Senior Living (Birch Creek and Bishop's Court)	CBRF (assisted living) for APS use	At-risk adults	\$60,000
Milestones Behavioral Pediatrics	Social learning groups for children with social communication challenges	Children	\$20,000
MobilityWorks	Vehicle modifications for families with disabled children	Families of disabled children	\$95,000
Moon Beach Camp	Summer camp for children with autism	Children with long-term care needs	\$20,000
Mooring Programs Inc.	AODA residential services	AODA adults	\$100,000

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**HEALTH AND HUMAN SERVICES  
2019 PROVIDER CONTRACT LIST - 10/2/2019**

Provider	Service(s) Description	Target Client	Updated Not-to-Exceed Amount
My Brother's Keeper	Male Mentoring Program	Juvenile males	\$10,000
Mystic Meadows LLC	Corporate AFH (assisted living)	MH/AODA	\$320,000
NEW Community Shelter Inc.	Homeless sheltering services	MH	\$40,000
Northwest Passage	Children high-needs residential care center (RCC)	High behavioral needs children	\$125,000
Nova Counseling Services Inc.	AODA residential services	AODA adults	\$50,000
Nurses PRN Home Care	Skilled nursing services	Children	\$45,000
Oconomowoc Development Training Center	Residential care center (RCC) for juvenile offenders	Juvenile offenders	\$175,000
Options Counseling Services (Koinonia)	AODA residential services	AODA adults	\$35,000
Options for Independent Living Inc.	CCS peer support services, home modification assessments	MH/AODA	\$10,000
Options Treatment Program	AODA treatment	AODA youth and adults	\$40,000
Paragon Industries	Daily respite care	Children with long-term care needs	\$260,000
Parmentier AFH	3-4 bed traditional adult family home	MH	\$44,500
Pathways Treatment	AODA residential treatment for dual diagnosis clients	AODA/MH (dual diagnosis)	\$375,000
Pillar and Vine, Inc.	Treatment foster care placing agency	Children	\$25,000
Prevea Health WorkMed	Drug screenings	CPS parents, AODA, JJ youth	\$55,000
Productive Living Systems	Corporate adult family homes, CBRF (assisted living), supportive apartment program	MH/AODA	\$340,000
Productive Living Systems (Pnuma LLC)	CBRF (assisted living)	PD with MH issues	\$120,000
Psychological Consultants of Green Bay	Psychological assessments to determine competency	Elderly, DD	\$25,000
Ravenwood Behavioral Health	Nursing home for high-needs MH clients	High-needs MH	\$100,000
Rawhide, Inc.	Residential care center (RCC) for juvenile offenders	Juvenile offenders	\$500,000
Rehabilitation House	Transitional CBRF (assisted living) for co-occurring AODA/MH	MH/AODA	\$60,000
REM Wisconsin	Corporate adult family home, CBRF (assisted living)	MH, PD with MH issues	\$200,000
Saint A	Treatment foster care placing agency	Children	\$30,000
Social Thinkers	Social learning groups for children with social communication challenges	Children	\$22,500
Smith Receiving Home	Receiving home for emergency placements	Children in need	N/A
Spectrum Behavioral Health	CCS services	Children	\$100,000
St. Vincent Hospital	Birth to 3 services, home delivered meals	Children with disabilities	\$250,000
Tellurian	Residential detox	AODA	\$55,000

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**HEALTH AND HUMAN SERVICES  
2019 PROVIDER CONTRACT LIST - 10/2/2019**

<b>Provider</b>	<b>Service(s) Description</b>	<b>Target Client</b>	<b>Updated Not-to-Exceed Amount</b>
Tim Halbrook Builders	Home remodeling/modifications	Families of long-term care children	\$50,000
Tomorrow's Children Inc.	Children high-needs residential care center (RCC)	High behavioral needs children	\$100,000
Treatment Providers LLC (Dr. Fatoki)	Medication Assisted Treatment (MAT) for opioid abuse treatment	AODA	\$60,000
Trempealeau County Health Care	County-run adult family homes, CBRF (assisted living), and institute for mental disease	Very high-needs MH	\$1,400,000
United Translators	Interpreter/translation services	Non-english speaking	\$10,000
VanLanen Receiving Home	Receiving home for emergency placements	Children in need	N/A
Villa Hope	CBRF (assisted living), supportive apartment program	MH/AODA	\$1,400,000
Walking and Wheeling	Medical/therapeutic supplies and equipment and home modifications	Children	\$85,000
Willow Creek Behavioral Health (SBH)	Inpatient psychiatric and detox services	MH/AODA	\$200,000
Wisconsin Family Ties	Family support and advocacy services	Parents of MH/juvenile offenders	\$26,000
Wisconsin Lock and Load Transport	Provides secure transportation to/from GB to other state facilities	MH, JJ	\$42,000

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**Brown County Health and Human Services**  
**New Non-Contracted and Contracted Providers**  
 October 1, 2019

REQUEST FOR NON-CONTRACTED PROVIDER			
PROVIDER	SERVICE DESCRIPTION	NOT-TO-EXCEED AMOUNT	DATE
Blackbird Designs	Custom bicycle for special needs child	\$10,000	9/16/19
Individual	Rent for CPS family	\$10,000	9/16/19
Individual	Respite for CPS child	\$10,000	9/23/19
Barb's Centre for Dance	Specialized dance class for CLTS child	\$10,000	9/23/19
Open Arms Child Care	Child care for CPS child	\$10,000	9/30/19
LIFE Academy	Respite for CPS child	\$10,000	9/30/19

REQUEST FOR NEW PROVIDER CONTRACT				
PROVIDER	SERVICE DESCRIPTION	TARGET CLIENTS	NOT-TO-EXCEED CONTRACT AMOUNT	DATE